



Job Announcement - Church Administrator

Nature Coast Church seeks a service-oriented and self-motivated Church Administrator who brings experience in leading and providing administrative support and coordinating volunteers. This position is frequently the face and voice of the church when working with church members, visitors, neighbors, partners and businesses.

Working Hours/Total Hours in Work Week: 28-32 hours per week. Work hours vary in coordination with Pastor and may include 4 hours on Sunday mornings.

Compensation: \$15-\$18 per hour

Knowledge, Skills and Abilities Required:

- Knowledge of office procedures and practices
- Knowledge of MS Word, Excel, Publisher, Outlook and Constant Contact
- Knowledge of information technology services and website management
- Knowledge of written communication, proofreading, and grammar
- Ability to plan, organize, coordinate and work
- Ability to recognize and develop volunteer assignments and recruit volunteers to fill needs
- Ability to develop and build relationships
- Ability to coordinate event/ministry activities
- Ability to follow written and oral instructions
- Ability to think independently, prioritize needs and make decisions within scope of responsibilities
- Ability to work with minimal supervision
- Ability to work both independently and as part of a team

Preferred Experience:

- Experience with ProPresenter, QuickBooks, photo editing
- Experience with being a spiritual leader of individuals and small groups

Duties and Responsibilities:

- Provides general church office support to Pastor, Session and volunteers
- Organizes office, create and maintain office systems
- Maintains records, filing systems, and church directory
- Answer phones, phone messages and handles or forwards to appropriate person
- Receives general church emails and handles or forwards to appropriate person
- Receives office mail and distributes mail appropriately
- Schedules appointments and supports Pastor
- Tracks Sunday attendance and membership
- Coordinates information technology services
- Coordinates weekly e-newsletter production
- Serves as lead volunteer coordinator working closely with the Deaconate
- Coordinates church events working with designated volunteers to ensure successful ministry events
- Other duties as necessary to administratively support the church

To Apply: Email resume and cover letter to office@n3c.org