

First Baptist Church of Guilford

Job Title: Church Administrator

Job Summary: The Church Administrator is responsible for managing the daily administrative operations of the church to ensure smooth and efficient functioning. This role involves overseeing office operations, coordinating communication and events, managing financial records, and supporting the church staff and congregation. The ideal candidate will have strong organizational skills, experience in administrative roles, and a commitment to supporting the church's mission and activities. This position is crucial for ensuring the efficient operation of church activities and supporting the overall mission and goals of the church.

Key Responsibilities:

Administrative Operations:

- **Office Management:**
 - Oversee the daily operations of the church office, including managing office supplies, equipment, and communication systems.
 - Working with appropriate officers, maintain and organize church records, including membership files, meeting minutes, and correspondence.
- **Financial Administration:**
 - Assist in budgeting, tracking expenses, and managing financial records, including donations and expenditures.
 - Coordinate with the Trustee Ministry leader and Treasurer to ensure accurate and timely financial reporting.
 - Process accounts payable and receivable, including managing check requests and expense reimbursements.
- **Facility Management:**
 - Maintain oversight of the maintenance and scheduling of church facilities, ensuring they are clean, safe, and well-organized.
 - Manage room bookings as well as event staff to ensure the appropriate coordination of activities and the setup of facilities for church events and meetings and rental agreements.

Communication and Outreach:

- **Internal Communication:**
 - Prepare and distribute church communications, including newsletters, and announcements.

- Oversee the maintenance of the church's website and social media platforms, ensuring information is current and accurate.
- **External Communication:**
 - Serve as a point of contact for visitors, community members, and external organizations.
 - Assist in promoting church programs, events, and services through various communication channels.
- **Event Coordination:**
 - Plan and coordinate logistics for church events, including meetings, worship services, and community activities.
 - Manage event registrations, RSVPs, and coordinate with volunteers and staff for event execution.

Support and Coordination:

- **Staff and Volunteer Support:**
 - Assist in the recruitment, training, and management of key employee positions as well as the recruitment, training and coordination of volunteers for various church activities and programs.
- **Record Keeping and Compliance:**
 - Ensure compliance with church policies and procedures, including safety and confidentiality protocols.
 - Maintain accurate records related to compliance with legal and regulatory requirements.

Qualifications:

- **Education and Experience:**
 - Associate's degree in business administration, office management, or a related field; Bachelor's degree preferred.
 - Minimum of 5-7 years of experience in an administrative role, preferably in a church or nonprofit setting.
- **Skills and Abilities:**
 - Strong organizational and multitasking skills with the ability to manage multiple projects simultaneously.
 - Excellent communication and interpersonal skills, with the ability to interact effectively with diverse groups.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with church management software.
- Ability to work independently and as part of a team, demonstrating initiative and problem-solving skills.
- Attention to detail and accuracy in handling financial and administrative tasks.
- Previous experience in church management preferred.
- **Other Requirements:**
 - Ability to work flexible hours, including evenings and weekends, as needed for church activities and events.
 - Must pass a background check and adhere to child protection policies and procedures.

Physical Requirements:

- Ability to sit for extended periods, use a computer, and lift up to 25 pounds.
- Ability to navigate the church facilities, including stairs and uneven surfaces.

Work Environment:

- The role involves working in a church environment with frequent interaction with church members, staff, and volunteers.

Compensation:

- Commensurate with experience

Application:

- To apply please send resume and cover letter to the Trustee Ministry Chair at trustees@fbcog.org. No phone calls please. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer:

- First Baptist Church of Guilford is an equal opportunity employer and welcomes applications from all qualified individuals regardless of race, gender, age, disability, or other protected status.