



**Silverton Friends Church**

*Loving God...Loving Others*

229 Eureka Ave

Silverton, OR 97381

(503) 873-5131

**Title:** Church Administrator

**Summary:** The Church Administrator is the front office person for the church and the preschool and is responsible for ensuring the organization maintains smooth business operations and effective organizational functions.

**Job Categories:**

Classification	Worksite	Hours	Supervisor
Administrative	229 Eureka Avenue, Silverton, OR 97381	8:00AM - 4:00PM M-TH 8:00AM - 1:00PM F 35 Hours / Week	This position does not supervise anyone

**Salary:** \$27,000–36,000 annually DOE, with salary review at six months. \$250/month health insurance stipend. Full-time, exempt. 35 hours of paid time off. All federal holidays off.

**Supervision:** This position is supervised by the Clerk(s) of the Stewardship Committee. Performance evaluations will be conducted annually with input from the Preschool Teacher and Clerks of other committees.

**Essential Functions and Responsibilities:** The Church Administrator serves as the primary contact for the Silverton Friends Church and Silverton Christian School (Preschool). This person conducts the daily office functions to ensure smooth business operations. Daily responsibilities include being present in the office to screen and respond to phone calls and emails, welcome students and families, monitor facilities needs, provide support in the preschool classroom, coordinate facilities maintenance and projects, prepare weekly bulletins for the church, and maintain communications for the preschool.

Maintaining church and school safety are a primary responsibility of the Church Administrator. This person must ensure preschool students leave with approved adults and ensure all volunteers have appropriate background checks and training.

This is a confidential administrative position requiring discretion when communicating and completing financial tasks. The Church Administrator is responsible to protect and maintain donor, church business and student information.

The Church Administrator will

- Maintain facilities inventories, ordering supplies as required
- Contact church members regarding the calendar of events as necessary
- Forward calls, messages and concerns to the appropriate person or committee
- Attend some committee meetings, and occasionally, church meetings for business
- Develop and update church policies and procedures in consultation with committees; create “current practice” guides

- Update and when necessary create Preschool policies, documents and procedures in coordination with the Preschool Teacher and Preschool Committee
- Process donations for the church and tuition payments for the preschool; prepare and make weekly bank deposits; interface with church accountant; submit payroll information monthly to the accountant; maintain financial files; review financial reports and payroll for accuracy; generate and provide treasurer reports to committees; assist with both church and preschool budgets
- Coordinate committee meetings by sending out reminders, assisting with agenda creation, etc.
- Monitor building care projects and maintain service records in communication with the Stewardship Committee
- Support the day-to-day operation of the Preschool by
  - Welcoming and exiting families from the building in accordance with health and safety protocols
  - Assisting with Preschool cleaning as necessary, which may include exposure to bodily fluids
- Perform basic cleaning and sanitizing of preschool and meeting spaces as necessary
- Coordinate facilities use requests
- Serve as a point of contact with non-church building users and tenants, promoting good working relationships with these entities

#### **Technical Skills:**

- Proficient knowledge of telephone and voicemail systems
- General computer proficiency and keyboarding
- Experience with office software including Microsoft Office and Google Apps, including Drive and Gmail
- Basic website management and social media proficiency (Wordpress, Facebook, etc)
- Basic bookkeeping, accounting, and mathematics
- Basic facilities repair and maintenance protocols

#### **Personal Skills:**

- Excellent customer service and ability to create a welcoming environment for visitors and school families
- Positive, can-do attitude and personal initiative
- Willingness to help, learn, and research best solutions
- Ability to use an appropriate mixture of experience and knowledge to make decisions
- Comfortable working independently and navigating requests from multiple people
- Ability to successfully manage conflicting priorities and schedule work to ensure deadlines are met
- Ability to adapt communication style and content for different audiences (adults, children, school, church, etc)

#### **Minimum Qualifications:**

- At least two (2) years of administrative assistant experience; AND
- Computer proficiency (full Office suite preferred): highly proficient at typing, word processing, using spreadsheets, and with generation of other documents—see list above (Technical Skills); AND
- At least two (2) years of experience with children ages 0-14; AND
- High school diploma or GED.