

## **Part-time Office Administrator Job Description March 2023**

West Side Christian Church (Disciples of Christ)  
432 SW Lindenwood Ave. Topeka, KS 66606  
(785) 234-0469 [www.westsidedisciples.org](http://www.westsidedisciples.org)

### **Accountability:**

The Church Office Administrator is accountable to the Senior Minister and the Personnel Committee; however, is expected to work cooperatively with all church staff and leadership.

### **General Responsibilities**

The Church Office Administrator manages office work, requiring the exercise of considerable initiative with wide latitude for independent decision making and use of discretion in handling calls, visitors, mail, etc. while maintaining confidentiality of information.

### **Primary Responsibilities:**

The Office Administrator coordinates office work as detailed on the West Side Christian Church Office Administrator's Task List. The following is not an exhaustive list as some responsibilities may change over time:

#### **Primary Point of Contact:**

1. Greet visitors and direct telephone calls in a warm, courteous manner that enhances the atmosphere of hospitality.
2. Answer questions of visitors and congregants and/or direct them to appropriate resources.
3. Maintain confidentiality.
4. Contact repair workers and schedule as needed.

#### **Office Management:**

1. Keep the church calendar posted and updated. Coordinate requests for building use and add them to the church calendar. Collect any building fees. Keep the minister aware of calendar additions/deletions.
2. Receive and distribute mail and church-related e-mail.
3. Prepare correspondence under the direction of the minister and Church Board.
4. Order supplies needed in the various areas of the work of the church.
5. Arrange for volunteer office help as needed.
6. Record attendance (weekly) and offering (monthly) in ALEX online database.
7. Prepare, file, and archive records of legal, historical, congregational, and denominational importance.
8. Work with Minister to coordinate work of the custodians and church operations.
9. Update status of those who are in the hospital or homebound as it is received and convey this information to the minister and the Chair of the Elders. Update the prayer list if needed.
10. Keep congregant addresses and phone numbers updated as new information is received.
11. Coordinate with accounting company to manage reimbursements and bills.

**Communication:**

1. Prepare and mail/e-mail weekly and quarterly newsletters and updates - under the direction of the minister.
2. Prepare worship and special bulletins, including inserts and distribute them to weekly worship leaders.
3. Update the church directory electronically as new information is received from congregants.
4. Create and post basic social media posts on Facebook, Twitter, Instagram, etc.
5. Create ads, banners, signs, fliers, press releases, and other materials to support church mission and ministry.
6. Update Wix website with news, current activities, links to sermons/worship series, etc.

**Other Duties:**

Other duties as assigned by the Minister or Personnel Committee. Work with committee chairs and members of the congregation as time permits.

**Qualifications:**

Must be bondable and must pass a background check.

Must maintain extreme confidentiality.

Computer knowledge including: MS Excel, MS Office (including Publisher), and ability to update a "drop and drag" website; experience with Canva desired but not required

Excellent writing, editing, time management and organizational skills.

Excellent telephone techniques.

Skilled operation of the following office equipment: Phone system/answering machine, computer, calculator, photocopier machine

**Work Schedule:**

Approximately 6-8 hours per week. Times to be determined by applicant, minister, and Personnel Committee.

Annual Salary is set by the Personnel Committee and shall be paid twice monthly on a 12 month schedule.

**Benefits:**

Vacation: National holidays including Thanksgiving Day, one week of Christmas vacation after Christmas, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, and one week of additional vacation scheduled in advance with the minister.

**Performance Reviews:**

Annual reviews will be held with the personnel committee and Senior Minister.

Please apply as soon as possible. We hope to have someone hired by the end of March. You can find an application on our website at [www.westsidedisciples.org](http://www.westsidedisciples.org) or pick up an application in person at 432 SW Lindenwood Ave, Topeka, KS.

When completed, please e-mail your **application with a cover letter and resumé** to [office@westsidedisciples.org](mailto:office@westsidedisciples.org). You may also mail or bring your completed application to the church. If you have questions, please call (785) 234-0469.