

<b>Job Title:</b>	Office Coordinator
<b>Area of Church Operation:</b>	Operations
<b>Reports to:</b>	Operations Pastor
<b>Classification:</b>	Non-Exempt
<b>Status:</b>	Part-Time Employee

---

## **SUMMARY**

The Office Coordinator position oversees the overall Front Office activities, including the reception area and mail room. Also, this position has receptionist responsibilities, as well as serves as the coach of the Receptionist team.

## **ESSENTIAL FUNCTIONS**

### **Coach**

- Coaches the Receptionist Team and coordinates Front Office coverage
- Oversees Receptionists' communication, including telephone and mail, both internally and externally
- Supervises and coordinates overall administrative activities for the Front Office
- Oversees inventory of office supplies and authorizes office supplies purchases
- Supervises the maintenance of office equipment, i.e., printers, postage machine, and paper folder machine
- Recruits and trains Front Office volunteers and staff
- Ensures presentable, organized appearance of Front Office, including reception area, mail room, and office supply areas
- Participates as needed in special department projects

### **Receptionist**

- Answers all incoming calls and directs calls accordingly, in a professional manner
- Welcomes guests and answers questions, in person and by telephone, to help find the information needed
- Processes incoming and outgoing mail/ packages
- Maintains office supply inventory, including ordering office supplies and paper
- Schedules Care appointments
- Assists with clerical and administrative tasks such as making name tags, printing bulletins, and assembling mailings

### **Administrator**

- Schedules events for Operations Pastor
- Prepares check requests and monthly credit card reconciliations for the Operations Pastor
- Maintains accurate records and files for the Safety and Medical Teams

## **REQUIREMENTS, SKILLS, AND EXPERIENCE**

### **Spiritual**

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

### **Personal**

- Values team unity

- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

**Professional**

- Bachelor's degree preferred
- Two years supervisory experience and office management
- Basic computer skills
- Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook, and aptitude to learn other software applications
- Strong verbal and written communication skills
- Customer service experience preferred

**TIME COMMITMENT**

28 hours per week

**SUPERVISORY RESPONSIBILITY**

Front Office Receptionists

**PHYSICAL DEMANDS**

This job requires the employee to regularly talk or hear. The employee is frequently required to stand, sit, walk, use hands and arms. The employee is frequently required to lift of objects weighing up to 25+ pounds (coffee pots, boxes of paper, packages, etc.).

**WORK ENVIRONMENT**

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers/printers, paper cutters, and paper folder, and postage meter.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**SIGNATURE**

***Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.***

Employee\_\_\_\_\_Date\_\_\_\_\_