



CHURCH ADMINISTRATOR

Part Time

March 2024

POSITION: 25 hours/week

SALARY: \$23,400 - \$26,000 - If Interested, email resume with contact information to thechurchatwoodmoor@gmail.com

The Call: Every employee of The Church at Woodmoor is responding to a Call from God to serve in the furtherance of His Kingdom. We should always be involved in spreading the Gospel message no matter how small our part in that message may appear. ***"We ought not to be weary of doing little things for the love of God, who regards not the greatness of the work, but the love with which it is performed."*** Brother Lawrence

We are a Christ-centered, inter-denominational, welcoming community of believers. We offer Biblical worship and opportunities for spiritual growth and intergenerational fellowship, with a strong outreach to the community and the larger world. Our mission is to ***BRING people to Jesus; TEACH them to be disciples; BE the church in the world.***

Part-time Church Administrator. This individual is responsible for efficient and effective day-to-day church administration, and development of a collegial and collaborative staff culture. The candidate must be a strong, compassionate team player, detail oriented, highly organized, and self-disciplined.

QUALIFICATIONS: *The candidate should have -*

- Strong organization skills
- Well-developed communication skills to foster effective work relationships with staff, members, and church leaders
- Proven record of work initiatives, motivation, and flexibility
- Demonstrated experience with office technology/applications (e.g., Adobe, MS Office Suite, Publisher, etc.) and the ability and interest to learn more
- Minimum 2 years similar work experience preferred

RESPONSIBILITIES

- *Direct and oversee* the operational, day-to-day church activities.
- *Develop and maintain master calendar* for church events and facility use.
- *Support and promote* church goals, initiatives, and future planning.
- *Maintain operational condition of safety/security equipment* (e.g., locks, cameras), including checklist for normal and emergency repair/replacement.

RESPONSIBLE TO: Senior Pastor

Work Location: The Church at Woodmoor (remote when required/directed)

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