

**Hinsdale Covenant Church**  
**Title: Office Administrator**

**Job Description**



**Main Task: To manage the church office in support of the ministry staff, leadership council, and congregation**

***Responsibilities:***

**Office**

- Serve as receptionist greeting all members and visitors
- Answer phone, emails, and errands as needed
- Proficient computer skills in word processing and spreadsheet production
- Maintain files of membership, mailing lists, insurance, permits, reports
- Coordinate scheduling of facility and church calendar
- Coordinate outside group facility rentals, including scheduling, donations, security access, and release forms
- Maintain office equipment and copiers
- Procure office and cleaning supplies
- Assist special projects as needed
- Provide administrative support to the Hinsdale Covenant Preschool as needed.
- Coordinate with Financial Administrator for areas of giving and bill payment.

**Publications**

- Create and print Sunday Worship bulletin and announcements
- Distribute all church emails for current events and information
- Create and distribute the weekly 'Five for Friday' email
- Create inserts and brochures as needed
- Manage church Facebook page with postings and pictures
- Update church website with important dates, podcasts, etc.
- Bring creativity to all areas of church communication
- Loading graphics to garden court TV
- Produce certificate for baptism, membership, and Confirmation

**Leadership Council**

- Produce report for Annual Meeting
- Print and mail letters to the congregation
- Assist ministry teams with church events

***Values:***

- Warm – Greeting all members and visitors warmly
- Resourceful — assess the needs of office and staff and work towards appropriate resources
- Creative – communicate clearly and creatively in publications
- Quality – give God your best
- Sensitive – remaining prayerful, listening for the Spirits movements.
- Collaborative – remain flexible with various different parties to support their ministry
- Missional – view each interaction as a representative of Hinsdale Covenant Church and her mission.

***Time Commitment:***

- 25 hours per week, 9am - 2pm, Monday-Friday (with some flexibility and reduced summer office hours)