

Church Administrator

(Full/Part Time)



The **Church Administrator** fulfills Church of the Resurrection's mission "to know Christ and make Him known" by ensuring that all Church of the Resurrection's administrative activities are done effectively and efficiently so that all other church operations will function well.

POSITION SUMMARY

The Church Administrator welcomes all who visit the Church office, manages internal systems and programs, oversees ordering and scheduling and provides organizational support to the Staff.

KEY RESPONSIBILITIES

Administrative

- Staff the front desk, answer the phone, and welcome visitors.
- Organize and maintain the office; order office supplies and equipment
- Create and print weekly bulletin, inserts, postcards and other materials
- Provide administrative support to the Staff, onsite events during office hours and Ministry leaders.

Back Office

- Maintain Community Church Builder (CCB), MailChimp, and Google Workspace.
- Develop internal systems for phones, mail, internal communications, supply orders, and ministry scheduling for on-campus events.
- Prepare copies and organize mass mailings.

POSITION REQUIREMENTS

- An open, upbeat, welcoming presence with genuine love for others and a servant's heart to invest in them.
- A demonstrated ability to work independently toward a vision or work well on a team.
- Demonstrated success in situations that require taking initiative, problem solving and an entrepreneurial spirit.
- An attitude of good-natured flexibility coupled with an ability to quickly prioritize.
- Excellent organizational skills and attention to detail.
- Strong time-management, multitasking abilities, and the capability to develop administrative systems to improve overall office efficiency.
- Proficiency with Microsoft Office Suite and Mac OS.
- Satisfactory background check with references.

For further information or to apply please contact Martha Borg at: martha@resbalt.org or call 410.560.0456.