



Office Administrator

Purpose: Serves visitors and guests at The Fields Church by greeting, welcoming and directing them appropriately. Provides general office support with a variety of clerical activities and related tasks.

Direct Report: Executive Pastor

Part Time: 30 Hours (Monday - Friday, 9am - 3pm), Compensated Hourly

Experience and Knowledge Required:

- Proven track record of effective time management
- Ability to quickly learn and excel in the use of technology
- Experience in problem solving
- Ability to handle multiple projects effectively
- Excellent verbal and interpersonal skills

Essential Functions and Responsibilities:

- Answering and directing incoming phone calls and emails
- Greeting and assisting visitors, walk-ins and appointments
- Ensuring that all outgoing mail gets to the correct courier and incoming gets to staff
- Maintain an organized and clean administrative office
- Purchase and track inventory of office and staff supplies
- Administer the use of the building and assets including rentals and general space usage
- Organize the supplies, printing and putting together of monthly kid ministry curriculum

Other Duties and Responsibilities:

- Assist with The Fields Wired data entry
- Assist staff with general administrative support

Attributes:

- Christ-like, servant attitude
- Devoted to the call of God and the vision of The Fields Church
- Operates with a spirit of excellence
- Fun/enjoyable
- Loyal

Extent of Public Contact:

- Daily contact with visitors of The Fields Church
- The Fields Church pastors and staff

Updated: June 2019