

Office Administrator/Church Secretary

STATUS: Half Time (20 hours per week), Exempt Position

REPORTS TO: Lead Pastor

DESCRIPTION: This person manages the day-to-day functions of the Hilltop Celebration Church office. They must have a friendly and welcoming presence, have great communication skills, be organized, detailed, and an excellent planner. This person is the hub of the church and will generally have a knowledge of a great deal of the inner workings of the church, church personnel, and church members. Confidentiality is a critical aspect of the position. Hours are flexible. Occasional evenings and weekends.

GENERAL QUALIFICATIONS:

- Profess Jesus Christ as Lord and Savior
- Believe in and support the ministry of Hilltop Celebration Church
- Either be an active member of Hilltop or willing to become one
- Pass a background check
- Experience in an administrative assistant/secretary role (preferred).
- Exercise discretion, confidentiality, and professionalism in all interactions
- Self-starter, able to work independently on multiple tasks with possible interruptions
- Great attention to detail
- Excellent planner
- Work as a team member with staff and volunteers
- Have excellent verbal and written communication skills
- Complete all tasks promptly and accurately, ensuring deadlines are met
- Desire to continue to learn and grow
- Computer fluency (not a requirement but some knowledge would be helpful)
 - Microsoft: Word, Excel, and PowerPoint
 - Google: Mail, Drive, Docs, and Calendar
 - WIX Websites: Editing and Designs
 - Planning Center Church Database
 - Operate copy machine
 - Facebook

AREAS OF RESPONSIBILITY:

- Receive and return church phone calls, voicemails, and emails
- Forward pertinent information onto staff, elders, deacons, members, and prayer team via phone, email, text, or mail
- Design and print bulletins and other print communications
- Website updates
- Maintain and update church calendar and church database
- Maintain and stock Next Step Kiosk
- Print and stock materials in Sanctuary
- Maintain records and proper paperwork for births, baptisms/dedications, marriages & death, etc.

- Accounting/financial responsibilities including but not limited to:
 - Deposit and maintain accurate records of weekly offerings
 - Payroll
 - Paying bills
 - Occasionally work with finance deacon and accountant (outsourced) to help produce monthly financial report
- Room reservations
- Room setups (except for small groups)
- Occasional scheduling of volunteers
- Purchasing of toiletries, kitchen supplies, coffee, etc. (both at Wal-Mart and online)
- Plan and coordinate various events throughout the year (e.g. Annual Meeting, Leader Gatherings, Church Picnic, Volunteer Appreciation Dinner, etc.)
- Plan and coordinate Connect Weekends (signups for small groups and classes) for the spring and fall semesters each year
- Collect information from small group leaders, class leaders, and ministry leaders, and publish the *Next Step Guide* each spring and fall (this publication lists all the small groups, classes, and ministries for the semester)
- Admin support for discipleship classes (e.g. Next Step Class, How to Pray and Minister in the Power of the Holy Spirit, How to Lead a Great Small Group, Encounter God, etc.)
- Track attendance for weekend services and discipleship classes
- Create registrations for classes and events (online and paper)
- Other duties as assigned.

COMPENSATION/BENEFITS:

- \$14,500 annual salary
- 2 weeks paid vacation
- Employer will match retirement contributions up to 3%