

# Office Administrator



## Church and Job Summary Office Administrator

### A bit about us:

The mission of Cedar Hills is **for every person in our community to experience full life in Jesus Christ**. Balancing a strong commitment to the Scriptures with a reckless commitment to be a loving and accepting community, Cedar Hills is a thriving and outward focused church located in Sandpoint, Idaho. Started 17 years ago in the living room of our founding pastors, Eric and Nicole Rust, Cedar Hills now averages around 700 in gatherings each week. Our Values are our DNA. You can check them out [here](#).

### Why live here:

Located in the northern part of Idaho, Sandpoint is nestled amongst three mountain ranges, on the shores of magnificent Lake Pend Oreille (*Idaho's largest*) and at the foot of Schweitzer Mountain Ski Resort (*Idaho's biggest*). Sandpoint is an outdoor enthusiast's paradise with a wealth of activities that its lake, streams, trails and mountains provide. With a vibrant arts community and an authentic small-town vibe, the local feel is one-of-a-kind, earning Sandpoint the title of one of the "[most beautiful towns in America](#)."

### The right hire:

We're looking to expand our team with an administrative rock star with exceptional people skills. Having that combo is important, but where it really pays off in knowing how to get things done while keeping the focus on our most important part of the job—the people. As Office Administrator, flexibility reigns supreme, as each day brings unique challenges—but fear not! Our successful candidate sees challenges as opportunities and embraces them with confidence. The right hire will match our high energy, fun spirit, and passion for the work we are called to do. This would be a great position for someone who enjoys collaborating with a broad mix of teammates and finds meaning in seeing others succeed. If this sounds like you, or you're interested in learning more, contact Eric at [eric@cedarhillschurch.com](mailto:eric@cedarhillschurch.com).

# Office Administrator



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|---------------------|----------------------|-------------------------|---------------------------|
| <b>Position:</b>    | Office Administrator | <b>Classification:</b>  | Non-Exempt                |
| <b>Designation:</b> | Administrative Team  | <b>Category:</b>        | Full Time, 32 hrs./weekly |
| <b>Location:</b>    | Main Campus          | <b>Travel Required:</b> | Infrequent                |
| <b>Reports To:</b>  | Lead Pastor          | <b>Date:</b>            | 6/30/2018                 |

**Job Description**

**POSITION SUMMARY**

The Office Administrator supports the mission and vision of Cedar Hills Church by managing the church office and providing administrative excellence for the organization. He/she ensures effective communication through the church, and ensures that church ministries have the support they need to flourish.

Two primary target areas are:

- **As an Administrator**– The Office Administrator is responsible for growing and sustaining an effective office work environment and culture. This includes best practices for administration, improving systems, and supporting the work of the church seeing every person in our community experience full life in Jesus Christ.
- **As a Team Member** – The Office Administrator has the opportunity and responsibility to interface with many teams within the church including the staff team, the administrative team, and other developed teams to accomplish church-wide objectives and goals.

**ROLE AND RESPONSIBILITIES**

- 1. Oversee administrative office work. (25%)**
  - Serve as point of contact for all in-office communication.
  - Manage projects such as church mailings, bookkeeping collaboration, and requests for information (respond or refer).
  - Provide back-up coverage of phones and office guests as needed for the Administrative Assistant, giving appropriate spiritual support (prayer and encouragement) and guidance to guests who arrive at the office in crisis, partnering with the connection ministries to help people connect to a positive next step.
  - Facilitate and track background checks and liability releases for all church ministry leaders.
  - Ensure proper retention of HR and official church documents.
- 2. Facilitate effective communication to the congregation. (25%)**
  - Manage Church CMS (Contact Management System), ensuring that information is accessible, organized, and accurate.
  - Oversee email communication systems.
  - Own church website events, home page communication, and CH App.
- 3. Fulfill staff functions as needed, based on requirements and spiritual gifts. (25%)**
  - Collaborate with the Administrative Team (consisting of the Office Administrator, Administrative Assistant, and Executive Pastor) to ensure that Cedar Hills is administrated with excellence.
  - Actively participate in weekly staff meetings and other monthly meetings as needed, ensuring that no ministry silos are allowed at CH.
  - Provide administrative support to church ministry staff on a case by case basis.
- 4. Develop and oversee office and organizational systems. (15%)**
  - Ensure necessary administrative policies and procedures are established, communicated, and implemented.
  - Maintain the supplies and equipment needed within the church office.

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- Prepare and oversee the office administration budget.
- 5. **Build and lead administrative volunteers who serve based on their spiritual gifts and experience. (10%)**

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Computer Experience: Mac OS, Microsoft Office, Photoshop, web-based contact management and calendar systems, graphic design skills, etc.
- Clerical Experience: grammar and editing, typing, spreadsheets, office equipment, etc.
- Self-starter who is able to recognize needs, gaps, and work independently to address them.
- Proven ability to manage multiple projects and timelines with composure.
- Attention to detail.
- Experience promoting collaboration and shared learning.
- An effective communicator who speaks, writes, and listens well.
- Experience managing and improving processes in order to ensure ministry growth and sustainability.
- Applied knowledge of group dynamics and collaborative decision making.
- Values relationships and interacts with people sincerely and effectively.