



**Grace Bible Church**  
**1912 Central Parkway**  
**Florissant, MO 63031**

***(Send Resumes or Questions to [GBCFinance28@gmail.com](mailto:GBCFinance28@gmail.com))***

**Position:** Office Administrator  
**Position Type:** Salaried  
**Annual Base Salary:** 34,347  
**Weekly Hours:** 32  
**Weekly Regular Schedule:** Monday-Thursday (9a-3:30p) Sunday as needed  
(may work from home as work allows)  
**Benefits:** 2 weeks vacation  
Flexible PTO

**Reports to:** Pastor

**General Description:** Under general supervision and in conjunction with the Pastor and Executive Pastor/or Elder of Administration works to establish processes and procedures that will result in the effective and efficient operation of Grace Bible Church. Is the primary office administrator and will coordinate work of other administrative office staff and volunteers conduct the general activities of the church and the Pastor's assignments effectively and efficiently.

**Education & Knowledge:** Position requires, the performance of office duties directly related to the management or general business operations of Grace Bible Church and its primary duties include the exercise of discretion and judgment with respect to matters of significance. Advanced use of office equipment is required including personal computers and applicable software, currently Microsoft Word (Word, PowerPoint, Excel, Publisher) and ability to manage church management software (currently Easyithe Plus).

**Other Preferred Skills:** Knowledge of Adobe Creative Suite and design related tools. Marketing and social media background.

**Required:** Bachelor's Degree or acceptable equivalent

**Experience:** Minimum of three years management and organization experience necessary. Specific knowledge of office procedures, operations, staffing, volunteer and event coordination a plus.

**Functions:**

1. Preparation and/or revision of Grace Bible Church's Official Documents:
  - a. Coordination of Sunday foyer volunteers and visitor table
  - b. Sermon notes, selected Manuscript (last five years)

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- c. New member information
  - d. Conference Agendas and Material
  - e. Pastor/Elder Documents
  - f. Official minutes of church/staff meetings
2. Management and coordination of:
- a. Office and network files
  - b. GBC email account
  - c. Easytithe Plus
  - d. Staff/Personnel Information
  - e. Criminal background checks for employees, volunteer staff, and contactors.
  - f. Recruiting and coordinating volunteer support
  - g. Church credit cards
  - h. Custody and inventory of building keys and issues keys as directed by Senior Pastor or an Executive
  - i. Visitors to the office including contractors, deliveries and guests.
3. Managing and coordination:
- a. Conference Planning
  - b. Equipment & property inventories
  - c. Updating calendar of events
  - d. Event Coordination for
    - i. Baptisms
    - ii. Parent/Baby Dedication
  - e. Referral of the following to respective event coordinator:
    - i. Funerals
    - ii. Weddings
    - iii. Facility Rental Requests
4. Manages the following activities:
- a. Travel arrangements: book, organize and prepare
  - b. Guest speaker communication (internal/external) and related needs
  - c. Update preaching schedule
  - d. Staff Meetings
    - i. Create and distribute agenda
    - ii. Provide coffee/tea
    - iii. Order lunch when necessary
  - e. Senior Pastor Schedule
    - i. Schedule meetings
    - ii. Send invites and reminders for scheduled meetings
    - iii. Setup video conference meetings
    - iv. Manage Sr. Pastor's credit card logs to include obtaining receipts and preparing purchase orders in a timely manner
    - v. Submitting correspondence on behalf of the Sr Pastor as needed
    - vi. Assist with social media
  - f. Other identified activities

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### **Competencies**

1. Must have a heart for the Church and be a mature follower of Christ.
2. Maintain flexibility and technical capacity
3. Excellent interpersonal and customer service skills.
4. Excellent organizational skills and attention to detail.
5. Strong administrative skills
6. Excellent verbal and written communication skills.
7. Ability to work independently and with a team.
8. Ability to work with confidential data.
9. Ability to effectively delegate tasks and projects.
10. Work well under pressure/stress management/composure
11. Must pass criminal background check
12. Ability to maintain a positive work atmosphere by behaving and communicating with internal and external contacts in a manner using considerable tact required to achieve results.
13. Ability to use remote software to log remotely into our server/systems if need be. This will include remotely checking and monitoring office telephone voice mail or directly answering calls remotely.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.*