

**Office Administrator Job Description - Executive Church Officer responsible for financial, human resources, facility and Children's Center**

(A Co-Laborer with Associate Pastor responsible for Discipleship/Groups/Outreach/Assimilation)

- Collaborates & Coordinates shared direction with Associate Pastor in working closely with Administrative staff.

**REPORTS TO ELDER COMMUNITY:**

1. Leads and directs the administrative staff and volunteers to Spirit-led and fully accountable administration of budget/finances, recordkeeping, database, front office functions, communication and human resources while developing and building community and cohesion among the staff.
2. Assures Northwest Chapel has sufficient, clean and well-maintained facilities and equipment for the carrying out of its Kingdom mission.
3. Encourages, equips, and evaluates the Children's Center Preschool by providing oversight and support so the center's ministry is effectively integrated with other aspects of the church's ministries and manifests Kingdom impact in all areas of the ministry.
4. Supports Strategic Leadership by actively engaging with and supporting the Elder Community, Pastors, Staff, Congregation and Community by effectively pursuing God's Kingdom vision for Northwest Chapel.
5. Coordinates and collaborates with all pastoral staff and ministry leaders to provide support for their respective ministries.
6. Any other duties assigned by the Elder Community.

**NWC STAFF WHO REPORT TO THIS POSITION:**

- Bookkeeper
- Asst. Bookkeeper
- Administrative Assistant
- Part time Maintenance staff
- Preschool Director (When applicable)

**Required Experience/Knowledge/Skills:**

- Experience in directing and managing a multi-level staff
- Knowledge of and experience in personnel management tasks
- Accounting and financial management skills
- Experience in building maintenance
- Experience in negotiating contracts / agreements with various vendors
- Able to use and leverage information management software and equipment to support development and maintenance of various database and communication systems
- Ability to lead groups in the development and implementation of strategic ministry plans
- Understand and be able to communicate ministry and educational goals of an early childhood center
- Ability to be an effective team member of the ministry staff