

Office Administrator

Accountable to

Administrative Director

Job Type

- Non-exempt, Part-time (25-30 hours per week, TBD)

Overview

The **Office Administrator** position is vital to the ongoing success of Crossroads' ability to live into our vision to focus on family, serving our community, unlimited welcome, and team-based ministry. The primary purpose of the **Office Administrator** is to support the daily operations in a positive, welcoming, productive office. This position requires the ability to use computer software, multitask, and communicate effectively.

Responsibilities and Duties

- Provide front office presence, greet visitors, answer phones, and coordinate mail & shipments.
- Oversee office volunteers and coordinate projects for those who help with administrative tasks.
- Input weekly connection card and on-line registrations into Realm database.
- Input weekly attendance for Worship, Students, and Children into Realm database.
- Manage the background screening process for Crossroads/HOPE Preschool.
- Provide assistance in coordinating baptism class participants, as well as certificates for baptisms and ESL.
- Manage the event request process, facility calendar, and room scheduling for Crossroads activates and outside groups using the building.
- Coordinate with HOPE Preschool to coordinate building needs.
- Coordinate building set up for funerals, weddings and special events.
- Manage the inventory and ordering of office supplies.
- Manage the ordering of hospitality needs (coffee, food, cups, etc.), janitorial and paper supplies as needed.
- Assist staff and volunteers with copier, phones, etc.
- Maintain the office storage areas.
- Manage bulk mailings.

Job Knowledge and Qualifications

- Associate's degree or equivalent work experience.
- Three+ years' work experience in an administrative capacity.
- Demonstrated ability working as a team member.
- Strong organizational skills.

- Excellent interpersonal and communication skills.
- Proficient computers skills.
- Ability to multitask and work under pressure.

Crossroads United Methodist Church/HOPE Preschool is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity or political views.