

Position Opening:

Church Administrator (Half-Time, 20 Hours a week)

Description:

Riverside Community Church (RCC) is a non-denominational, English speaking Church located near New York City and draws people from various backgrounds including, financial, healthcare, business, education, and others. We are comprised of different ethnic and racial groups but the largest contingent is English-speaking Korean-Americans. We are passionate about providing excellent Christian education and discipleship. RCC is committed to the personal, spiritual, and professional development of our staff members. Please visit our website: www.RiversidePeople.org for church information.

Responsibilities:

The church administrator works primarily with the lead pastor and secondarily with other church leaders to carry out the church's ministry responsibilities and plays a key role in overall communications within the Congregation. This includes preparing Sunday bulletins, correspondence, filing, taking and directing phone calls and email messages, keeping the church calendar up to date, communicating to the congregation weekly via e-mail news, maintaining office equipment, and ordering supplies as needed. The candidate will also help with setup and cleanup of both of our two services (9:30am and 11am services) and other meetings (e.g. membership classes, congregational meetings, and baptism services, annual revival and retreat preparations, etc.). Also maintain the church membership database and church records and documents, upkeep of church office, handling shipments, mails, and being available to be on site for building related maintenances (e.g. annual fire extinguisher checkup, sprinkler, etc.)

Generally day off on Mondays. Tues-Sunday. On site a few days a week required.

Qualifications:

- Minimum of 1 years experience in an administration/secretarial setting or very organized and enjoy doing admin tasks and serving in a support person, being courteous and hospitable
- Update and keep current our church website (e.g. pictures and announcements and weekly sermon uploads)
- Knowledge of accounting practices and bookkeeping procedures preferable
- Previous church administrative experience desirable
- Must be proficient in the use of computers and Microsoft Office software products
- QuickBooks experience required (or capable of learning it)
- Possess strong interpersonal capabilities including both written and oral communications skills.
- Become familiar with the organization of the church as well as its policies and procedures
- Have the ability to work independently, highly reliable, self-motivated, diligent, prompt, detail oriented, flexible, personable and professional
- The candidate must be able to keep matters confidential
- Background check may be required

Compensation is negotiable based upon experience and qualifications. If you are interested, please send us your cover letter & resume with three references to pastorjoe@riversidepeople.org