



Job Description

Title of Position

Office Admin.

Job Category

Support (F/T) Hourly

Direct Supervisor

Lead Pastor

1. Purpose of Role

The Office Administrator is responsible to coordinate a fluid, functional & friendly office environment facilitating life-giving office systems that serve the vision of: *“God is glorified and people are transformed into the image of Jesus Christ through a teaching and equipping ministry, under the anointing of the Holy Spirit.*

Multi-task position involving full knowledge & implementation of administrative and clerical procedures of the MCA office that serve our guests & empower our staff.

2. Principal Responsibilities

Spiritual

- A deep and abiding personal relationship with God, through His Son, Jesus and one characterized as being filled with the Holy Spirit.
- Loves God and people.
- A consistent, strong and recognizable personal discipline of Christian worship.
- The anointing of the Holy Spirit upon Receptionist/Administrative work.
- A significant awareness of the gifting of God to minister to Alaskans through the practical ministry of Administration/Receptionist work.

Internal Office Coordination

- Build sustainable, nimble and simple office systems that empowers fluid execution.
- Maintain a clean, warm & welcoming office environment in front office.
- Facilitate healthy and predictable intra-office admin communication.
- Organizing, inventorying, ordering, stocking, and maintaining of:
 - Paper/plastic-ware (cups, plates, napkins, plastic ware etc.)
 - Office Paper
 - Office supplies
 - Print paper for: coffee cards, connection cards, signs, offering envelopes)
 - Printer supplies: Ink, staples, paper
- Coordinate flower arrangement, check in table and memory table set up for funerals.
- Order flowers for funerals, births and special occasions when needed.
- Order communion cups when running low.
- Order stamps and print when running low
- Receive PO Mail as it is delivered to MCA and distribute to staff accordingly.
- Deposit tithe money received into secure drop box.
- Place rent checks in Bryan’s office.
- Open & receive packages. Log in contents of packages and notify staff member that they were received and where you placed them.



- Place stamps on mail and get them ready to be picked up.
- Miscellaneous ordering of supplies and items for special events when needed.
- Back up for Becky Rose when needed – Deposits.
- Greet the public that walk through the door.
- Answer questions, take messages and pray for them.
- Organize meal trains as needed.
- Perform orientation/onboarding training for new employees on office procedures and office equipment.
- Maintains communication with Lead Pastor.
- Ensuring outgoing mail is in place for pick-up
- Signing for, organizing, relocating & notifying staff on packages that arrive per courier service.
- Answering & directing incoming phone calls and emails
- Daily email replies to the MCA info email.
- Update voicemail greetings for office & seasonal greetings

Meetings

- Attend weekly staff meeting & take down action points, due dates and who's accountable (basecamp)
- Attend Ad Hoc Meetings (as scheduled)
- 1-on-1 Every week with Lead Pastor of LIVE

2. Principal Responsibilities...continued

F1Go Calendar & Room Reservations

- Oversee, Maintain & Improve calendaring & room reservations system in F1Go.
- Schedule approved events & room usage in F1Go for Non-staff request (must be approved first)
- Ensure there are no scheduling overlaps or dual events happening on the same day/week.
- Maintain high communication with staff, and ministry leaders with room protocol/usage for their events.
- Communicate with Eric Lamb on room set up for events.

People Connection Support

- Ensure Connection Center is stocked: Connect Cards, Invite Card etc.... (Communicate with Communications Director)
- Ensure Connection Center is clean, resourced and ready for Sunday and Wednesday Services.
- Keep inventory of New Guest Cards.
- Order new guest cards when running low.
- Data Entry:
 - (Weekly) entry of Connect Card information into F1Go
 - (Weekly) First Time Guest: Create Profile in F1Go, mail new guest cards with free coffee card
 - (Weekly) Assign & Send Workflows to appropriate department leaders (this connects potential church members/attendees to a potential Ministry Department/Ministry)

Other Responsibilities:

- Oversees budget area with integrity and frugality



3. Required Skills and Job Complexity

a) Unique Skills & Knowledge	<ul style="list-style-type: none"> • Minimum of 1 year of administrative or support role. • Proven track record of effective time management. • Organizational skills • Excellent verbal & interpersonal skills • Able to create a positive and encouraging environment
b) Problem Solving & Decision Making	<ul style="list-style-type: none"> • Ability to handle multiple projects effectively • Solution minded - Provide description of possible solution • Can see the whole • Positive problem-solving attitude • Self-starter taking initiative solving problems proactively • Brings all necessary materials to meetings, events, etc.
c) Key Relational Connections (KRCs)	<ul style="list-style-type: none"> • Member of MCA church • Congregation, Pastoral & Office Staff, Lead Pastor, Guests

4. Competencies Critical to this Position

Core Competencies	Technical Competencies
Customer Focus – Building strong guest relationships & delivering guest-centric solutions.	Microsoft Platforms: Word, Excel
Resourcefulness – Securing & deploying resources effectively & efficiently.	
Optimizes Work Processes – Knowing the most effective & efficient processes to get things done, with a focus on continuous improvement.	Additional Communication Platforms: Basecamp, F1Go) *training provided
Communicates Effectively – Developing & delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	
Nimble Learning – Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.	

Job Specifications, Standards, Requirements

*This description is not all inclusive, and other duties may be assigned as necessary.

- For Fair Labor Standards Act, classified as non-exempt.
- Employment Classification as Regular Full-Time, non-exempt, employee.
- 40 Hours Per Week – Hourly
- Working Schedule & Hours are:
 - **Monday-Friday** 8am-5pm (1 hour lunch break)