**Administrative & Systems Coordinator**  
**Location:** On-site (Church Office)  
**Job Type:** Part-time  
**Compensation:** Up to $40,000/year**Position Summary**Are you highly organized, tech-savvy, and passionate about supporting a mission-driven community? Join our growing and vibrant church family as the Administrative & Systems Coordinator. In this vital role, you’ll keep the church office running smoothly, manage our systems and communications, and help create an environment where ministry and connection flourish.

**What You’ll Do**

* **Be the first point of contact**—answer phones, welcome visitors, and support daily office needs
* **Keep us running**—manage supplies, equipment, scheduling, mail, and payments
* **Support our ministries**—coordinate Zoom meetings, maintain files, prepare weekly bulletins and service materials
* **Update systems**—maintain the Realm member database, website, and subscriptions
* **Support events and people**—organize room rentals, help with baptisms, weddings, funerals, and travel arrangements
* **Ensure safety and compliance**—run background checks and coordinate facility access
* **Collaborate**—participate in staff meetings and work closely with ministry leaders

**Who You Are**

* A proactive organizer with strong administrative and computer skills
* Comfortable working independently and as part of a team
* Proficient in Microsoft Office, Zoom, Realm, and web tools
* Calm under pressure, friendly, and dependable
* Prior experience in a church or nonprofit setting is a plus
* Notary Public (or willing to become one—we’ll cover it)

This isn’t just a job—it’s a chance to serve alongside a team that’s passionate about faith, hospitality, and meaningful ministry. If you’re looking to combine purpose with your professional skills, we’d love to meet you.