

Job Title: Church Office Administrator

Location: Old Greenwich, CT – In-Person

Employment Type: 40 hours/week

Reports To: Senior Pastor

Compensation: \$30/hr- \$35/hr (Commensurate with experience)

Position Summary

The Administrative Assistant is the central hub of our daily operations at Living Hope Community Church in Old Greenwich, CT. You will support our pastoral team, manage our facilities, and ensure our congregation stays connected through clear communications and organized worship preparation. This role requires a blend of hospitality, technical savvy, and proactive office management.

Key Responsibilities

1. Daily Operations & Hospitality

- **Reception:** Greet visitors, manage building access/security doors, and answer phones with a helpful, ministry-minded attitude
- **Office Maintenance:** Maintain a tidy office and stock room, manage equipment contracts, and coordinate maintenance for the copier or building with vendors
- **Database Management (Realm):** Maintain the church directory and update records for baptisms, marriages, and new partners. Assist congregants with Realm logins and questions

2. Worship & Technical Support

- **Worship Prep:** Complete weekly planners in **Planning Center**, prepare **Pro-Presenter** (music/order of service), and create **PowerPoint/Announcement** slides
- **Print Media:** Design, print, and fold weekly church bulletins and children's handouts
- **Post-Service:** Log attendance, recharge music iPads, and replace materials in sanctuary seatbacks/lobby for the following week

3. Communications & Digital Ministry

- **Digital Outreach:** Design the weekly e-letter in **Constant Contact** and manage updates to the church website (WordPress) and social media (FB/Instagram)
- **Promotions:** Serve as the focal point for the church calendar; coordinate event signage, flyers, and **SignUp Genius** (transitioning to Realm)

- **Prayer Chain:** Promptly email prayer requests to the prayer team as they arrive

4. Facilities

- **Facility Use:** Act as the primary contact for outside organizations to use the facility; manage facility use agreements, insurance certificates, and scheduling
- **Access Control:** Manage the FOB system and electronic door schedules for events and vendors
- **Room and Event Preparation:** Prepare rooms for events during week

5. Ministry Support & Finance

- **Ministry Support:** Help ministry teams with event communication, flyers, etc., prepare and assemble documents as needed, order flowers for Easter/Christmas, and prepare certificates for baptisms and installations
- **Supplies:** Maintain inventory for office, communion, and coffee hour supplies
- **Financial Assistance:** Prepare expense vouchers for the Treasurer, assist staff with monthly credit card submissions, and handle seasonal mailings (giving statements)

Required Qualifications

- **Technical Savvy:** Proficiency (or capable of quickly becoming proficient) in **Microsoft 365, Constant Contact, Canva, FB/Instagram, Planning Center, Pro-Presenter, Realm, and WordPress**
- **Organizational Ace:** Ability to juggle facility rentals, calendar management, and pastoral support without losing track of details
- **Education:** College degree

Personal Qualities

- A believer in the Lord Jesus Christ and a servant's heart
- Ability to work well with others
- Ability to focus on details and juggle multiple things during the day
- The ability to exercise wisdom and discretion in all interactions

How to Apply

Please submit your resume and a brief cover letter to **Office@LivingHopeCt.org**