

St. John's Presbyterian Church

Position Description:

Church Operations Administrator ("COA")

January 2023

This is an hourly position with the following responsibilities:

1. Must possess strong interpersonal and verbal/written communication skills, and five years' experience in office environment
2. Must have proficient knowledge of QuickBooks, Microsoft Excel/Word, and Google apps
3. Maintain accurate and up-to-date records of building use transactions; Document payments and transmit funds to the Bookkeeper
4. Work with the Church Program Administrator ("CPA") to negotiate use agreements, maintain room reservation and scheduling system; make calendar information available to SJ staff and office volunteers
5. Oversee church's facilities: security, keys, parking, storage, preventative maintenance; and, liaison for police and fire department for inspections, emergency preparedness and drills
6. Oversee contract performance, in conjunction with maintenance person (custodial service, office equipment, phones, heating /cooling, fire and alarm systems, refuse & recycling services, elevator, landscaping)
7. With the CPA, receive and respond to requests and complaints from building users. COA will keep a list of facilities' maintenance issues, with serious complaints reported to the Maintenance Supervisor.
8. Solicit vendor contracts and bids.
9. With CPA, maintain church and facility records
10. Represents the church by providing information: gathering, clarifying, and disseminating; helps coordinates activities in the church.
11. With the Clerk of Session, CPA, and office volunteers, maintain knowledge and awareness of the congregational membership database
12. Keep current on policies and decisions that may affect staff and facility users, and inform Session.
13. Assist the Pastor in all aspects of his work upon request
14. Meet weekly with the Pastor and church staff
15. Provide staff support to, and meet monthly with Center Commission, and the Grounds & Facilities Commission, as a non-voting member
16. Provide advice and support to the Bookkeeper, CPA, and office volunteers in the performance of their duties
17. Maintain worker's compensation forms for claims and assist the bookkeeper with the responsibilities of the church for worker's compensation claimants and our insurance carrier
18. Exercise independent judgment in case of emergencies.
19. Answer the church telephone and welcome visitors to the office, when the CPA or Office Volunteer is not available
20. Identify ways in which building users and church groups can support each other's programs and building users can participate in the life of the church

Supervision: Reports to the Head of Staff (Pastor)

Hours: 18 hours per week, with additional hours as authorized by the Commission on Administration and Personnel.

Renumeration: Payment will be at rate of \$25 per hour, plus 9% benefits as specified in the Employment Policy Handbook.

Please send a resume with a cover letter introducing yourself and your Software experience. to sjoffice@stjohnsberkeley.org - Do not call the office or visit for more information