



NCF South City - Church Administrator Job Description
Created July 2018

Learn more about NCF South City here: newcitysouth.org

Position description: The NCF South Church Administrator will serve the church by providing general administrative coordination and support for the pastors and other ministry leaders, coordination in the areas of communications and the church calendar, and project management as needed under the oversight of the lead pastor.

To Apply:

Please send the following to newcitysouth@ncfstl.org

- Resume
- Cover Letter stating why you are interested in this position and how you believe your skills would be utilized.
- A list of three people to serve as references (with email and phone contact provided) and speak to your qualifications for the role.

Thank you!

Responsibilities:

Office Administrator:

- Serve as the “face” of the community by receiving general phone calls, emails, and church visitors and responding or directing individuals to the appropriate ministry leaders.
- Oversee the South City office – order office supplies, schedule maintenance for office equipment, oversee purchases and receipts, send bill statements to Hodiament office, and create reports as needed for Hodiament office.
- Communicate with staff during meetings and via email/phone about office policies, building issues, etc.

Assistant to New City South pastors and ministry leaders:

- Provide administrative assistance to the pastors and ministry leaders as needed, with priority given to the pastors.

Calendar:

- Oversee the general church calendar, ministry event scheduling and coordination.
- Publish calendar and ministry events through the weekly Sunday bulletin, web site, weekly church email, etc.

Communication:

- Oversee weekly communication with the congregation through coordination of announcements for the bulletin, creation of Sunday announcements in PowerPoint, creation of weekly email, weekly church bulletin and updates to the church website.

Communication, continued:

- Maintain and update the South City website in coordination with ministry leaders.
- Communicate and coordinate with the Hodiamont office (Tony, Lisa, Heidi), new members, etc.

Facility:

- Oversee scheduling of church building for all the ministries and individuals who use the facility.
- Creation and implementation of facility use policies as needed.
- Oversee church security, including communication with staff about issues, communication with alarm monitoring company, and distribution of keys to staff/ministry leaders.
- Coordinate with ministry leaders as needed for opening and closing the building, etc.

Project management:

- Oversee various projects as needed. Examples include: Updating church directory, planning for occasional conferences and seminars, revising and producing materials for membership classes and seminars, updating community directory and list, etc.

Experience:

At least 2-3 years experience in areas relating to primary responsibilities.

Church Membership:

Ideally, this person would be willing to be part of New City South and have limited duties on Sunday morning.

Character:

- Christian faith
- Evident love for God and the Church, the body of Christ
- Understanding of and passion for the vision and [core values](https://newcitysouth.org/vision-core-values/) (<https://newcitysouth.org/vision-core-values/>) of New City Fellowship
- Demonstrated reliability and follow-through in areas of responsibility
- A desire to serve others
- Maturity in relationships and ability to handle sometimes confidential information with grace and wisdom

Skills:

- Willing to take direction on projects and yet work independently
- Proficient with MS Office, especially Word, Excel, and PowerPoint
- Proven ability to learn new software applications and use them productively
- Work with shared database to enter and retrieve data accurately
- Ability to produce basic brochures, flyers, and handouts through desktop publishing
- Commitment to support the church's mission / ministry through office operations
- Able to draft correspondence from oral and written instructions
- Attention to detail in planning, interaction, documentation, and follow-through

- Handle tasks and relationships with resilient, flexible, and winsome manner
- Strong English language, punctuation, spelling, editing, and grammatical skills

Hours: 20 hours per week, with 2 to 3 hours on Sunday morning.

Compensation: Commensurate with experience and qualifications within the New City Fellowship Ministry Assistant salary scale.