



Bay Park Baptist Church

Job Description

Position Title: Office Administrator

Purpose: As one of the important “faces and voices” of Bay Park, to provide administrative support to the church and Pastoral team

Hours: Part-time shared hours to be determined

Minimum Requirements:

- Passion for serving God by serving others - great people skills
- Practice the highest level of confidentiality
- Embrace technology and comfortable learning new software
- Creative
- Good organizational, time management, task prioritization skills
- Able to work independently

Responsibilities:

- Create a warm, friendly, professional and business-like atmosphere
- Create graphic designs and themes for web layouts, email blasts and sermon series
- Publish, duplicate and distribute any items of communication
- Manage incoming and outgoing mail
- Maintain church calendar, coordinate meetings as needed and schedule building use
- Monitor and update church website and database
- Manage computer systems, including backing up files, upgrading software and peripherals
- Purchase, stock and maintain office supplies
- Maintain church records and files
- Coordinate tasks and responsibilities with the other office administrator
- Keep in close communication with the pastors
- Update church directory as necessary
- Support elders and deacons as required