



NORTH MODESTO CHURCH OF GOD
1918 Sherwood Avenue - Modesto, CA 95350
www.nmchog.org | 209.521.9148
E-mail: office@nmchog.org

Church Office Administrator

North Modesto Church of God (NMCHOG) exists to demonstrate Jesus Christ to our world by being a community of servant leaders.

The purpose of NMCHOG is:

- Worship the Lord wholeheartedly
- Train and equip followers to become lifelong disciples of Jesus Christ
- Encourage one another to serve the Lord with our spiritual gifts and abilities
- Create and enhance a healthy environment among its members for the growth of the Kingdom of God
- Reach out and impact our community by being examples of the love of Christ

POSITION DESCRIPTION

The Office Administrator is responsible for multiple activities that support the life of our church – including church administration, pastoral administrative support, and participation in church communications.

This is a part-time position – see Work Hours section.

In addition to the responsibilities of the position, the Office Administrator is the “face of NMCHOG,” creating a welcoming environment for those visiting and reaching out to our church. The person in this position should be a Christian who feels “called to Christian service” and is dedicated to promoting the mission and goals of the church.

RESPONSIBILITIES INCLUDE:

I. CHURCH ADMINISTRATION

- Maintain the official church calendar and schedule of committee meetings – assign room usage to all groups using the Church facilities
- Provide administrative support to church leaders and committee chairpersons where needed
- Help maintain membership database
- Assist the pastor with any information required from the database and calendar for annual statistical reports, working in conjunction with the Treasurer and the Trustees
- Ensure the church office runs efficiently, responding to email requests, checking regular mail, ordering office supplies, scheduling maintenance for office equipment
- Retrieve answering machine messages and emails; responding as appropriate.
- Work closely with and provide guidance to NMCHOG’s volunteers who offer help with office tasks

II. CHURCH COMMUNICATION

- Creating and printing the weekly bulletin that support our Sunday services, using the tools required for that task, and also wedding and funeral bulletins.
- Update and publish annual publications, including “*The Mission and Ministry Booklet*” for the annual Business Meeting. Provide additional support as needed, for example - printing committee reports.
- Prepare other correspondence and mailings as needed under the pastor’s direction as well as electronic newsletters.
- Provide multimedia support for the Sunday service worship team, helping to produce PowerPoint slides and projection materials

- Work with the church's Communications team to produce external PR materials, and support that team with social media, website content and outreach to the local media

III. ADMINISTRATIVE SUPPORT FOR THE PASTOR

- Help the pastor to setting up counseling meetings and other appointments for the pastor
- Meet with the pastoral team once a week for prayer and reflection, and to discuss priorities for the coming week related to pastoral care and church administration
- Proof and edit as necessary the pastor's written correspondence and communication to the congregation

PROFESSIONAL EXPECTATIONS AND QUALIFICATIONS:

- Possesses a positive attitude, a quick smile, and strong interpersonal skills
- Has excellent writing and editing skills
- Collaborates well with others, but can also be effective working independently
- Computer knowledge of Word, Publisher, Excel, PowerPoint and Google Calendar.
- Familiarity with social media platforms such as Facebook, Twitter, Instagram, MailChimp and with (or ability to learn) basic use of website software.
- Bilingual English/Spanish fluency preferred

WORK HOURS AND PAID TIME:

- Beginning at 12 hours per week. Pay range = \$12-\$15 per hour depending on qualifications and experience.
- Is expected to be present in the NMCHOG office Monday, Wednesday and Friday, from 1:00 pm to 5:00 pm.
- Flex time can be applied – if the Office Administrator needs occasional personal time during regular work hours, or if the church needs the services of the Office Administrator outside of regular work hours.

CONTACT:

Send your resume, application or questions to: office@nmchog.org

Lead Pastor: Norberto Obermann nobermann@nmchog.org

Nominating and Review Committee Chairperson: Easy Martinez ezmartinez470@yahoo.com