



Position: Administrator (Part-Time: 15-20 hours per week)

Purpose of position:

The role of an administrator is important and essential. The administrator is people-oriented and loves the church. The purpose of the Administrator is to be a liaison between the pastor, the staff, lay leaders and the members. He or she also organizes and helps to communicate information relating to the church, and works toward keeping the day-to-day operations at Renewal organized and clear. This position reports to and works with the Lead Pastor.

Qualifications:

- A personal relationship with Jesus Christ
- Commitment to the vision and values of Renewal and dedication to working closely together with the Lead Pastor/pastoral staff
- Keen sense of organization
- Computer skills, including the ability to learn and implement new organizational software/programs
- Ability to communicate clearly and effectively through writing
- A growing Christian faith and character

Responsibilities:

Overall

- Serve as primary administrative point of contact for the church
- Implement, maintain and improve upon the church's administrative systems, policies and procedures
- Participate in all staff meetings and retreats

Operations

- Manage and maintain church management software, including data entry, and train others as needed
- Be the point person for the various teams and ministries regarding needs, requests, etc.
- Assist in preparing materials for baptisms, communion, *Discover Renewal*, members meetings and other events
- Assist in managing the church's outside relationships, e.g., with the city, vendors, etc.

Communications

- Manage communication to the church on behalf of the pastoral staff
- Develop process flow for church media needs (i.e., from need > content > design/production > check/approval > destination)
- Update and maintain website and social media content, including, but not limited to:
 - Church calendar
 - Copy and image edits
 - *Homepage* and *Events* page
 - Anything in the future that may require regular changes, e.g., announcements, Community Groups, etc.
- Coordinate with Design, Web and Social Media Leads so assets are shared and content is cohesive and consistent
- Manage announcements, including but not limited to:
 - Collecting information
 - Getting slides produced
 - Making sure announcers are well-prepared for Sunday announcements
 - Developing announcements policy, e.g., when to announce things, how many times to announce them, number of announcements on a given Sunday, etc.

To apply, email your résumé to hr@renewalsv.org