

Avondale Presbyterian Church

Job Description

Title: Administrative Coordinator

Status: Full-Time (37.5 hours)

Reports to: Senior Pastor (Head of Staff)

Revised: August 2025

Summary

Provides overall administrative leadership for the church office, supervising the Financial Coordinator, Communications Coordinator, Nursery lead and any other applicable positions. Manages the front desk, property, and church records. Recruits and oversees office volunteers. Manages all administrative tasks with discretion and maintenance of confidentiality. Helps create a cohesive Christian environment and team who can collaborate and work for the benefit of the church. Will provide help and support to the pastor by running day-to-day operations.

Duties and Responsibilities

Office & Administrative Oversight

- Provides overall support to the senior pastor to optimize his/her time and function.
- Supervises office staff and volunteers; ensures training and quality control.
- Serves as office receptionist (in-person, telephone, email/electronic), handles incoming mail and deliveries, and opens/closes the office.
- Manages office equipment, supply inventory, and technology systems.
- Processes registrations and payments; communicates updates to leaders.
- Maintains official records and archives, including Session minutes and logs.
- Coordinates the church calendar, including events, rentals, and space use.
- Maintains and updates Realm; provides training and support to members.
- Prepares worship and funeral bulletins; supports service planning.
- Serves as staff liaison to the Avondale Children's Center.

Property & Facilities

- Acts as administrative point of contact for property matters and vendors including overall office equipment changes, upgrades, and purchases, as applicable.
- Coordinates Avondale Children's Center (ACC) maintenance and property issues and keeps ACC Director informed.
- Maintains vendor files with service agreements, and other information pertinent to vendor function.

- Contacts vendors and service providers regarding repairs, service calls, and routine maintenance as applicable.
- Oversees contracted services for grounds and cleaning.
- Manages rental inquiries and agreements and key distribution.
- Performs routine property checks; maintains maintenance logs and vendor records.
- Communicates church ground and facility needs to Property Ministry team and participates in committee meetings and initiatives.

Membership & Records Management

- Oversees Member concern communications; receives concerns and communicates concerns to staff and membership, as appropriate.
- In the absence of clergy, provides or locates assistance for those in need based on options available.
- Maintains the church directory and membership database (Realm) and generates relevant reports.
- Records and acknowledges all memorials and honorariums.
- Records baptisms and deaths; generates statistical reports.
- Assists with funeral and wedding logistics.
- Maintains Columbarium records and supplies and coordinates with vendors.
- Supports new member integration and ministry team administration, including leadership retreat.
- Manages and maintains the Child Youth Protection Training and the updated list of trained volunteers.

Denominational Reporting & Benefits

- Assists the Clerk of Session with annual PC(USA) reporting.
- Administers Board of Pensions Open Enrollment and updates, for Avondale Church and the ACC. Communicates benefits changes and deadlines to staff.
- Coordinates payroll-related updates with the Financial Coordinator and ACC staff.

Financial Support

- Assists during peak times by:
 - Writing checks, entering Sunday contributions into Realm, and responding to financial inquiries in QuickBooks

Team Participation & Confidentiality

- Participates in staff meetings and other assignments as directed.
- Maintains confidentiality in all matters.

Knowledge, Skills, and Abilities

- Minimum 3 years of administrative or clerical experience.
- Professional and approachable demeanor with strong interpersonal skills.
- High accuracy in typing and data entry.

- Strong organizational skills and attention to detail.
- Willingness to learn basic property management.
- Highly proficient in Microsoft Office Suite; able to learn Publisher, and other software, competent in using standard office equipment.

Competitive salary, Board of Pension Benefits, vacation

Please submit cover letter and resume to; personnel@avondalepresbychurch.org