

Church Administrator

The Big Win: Provide administrative, communication, and organizational support that enables the ministries of City Alliance Church to operate effectively and allows the Lead Pastor and ministry leaders to focus on disciple-making, leadership development, and mission.

Key Responsibilities:

Administrative Support -

- Serve as the primary point of contact for church office communications, including phone calls, emails, and walk-in inquiries.
- Manage church records, databases, and filing systems.
- Process registrations, forms, and ministry-related paperwork.
- Coordinate calendars, meetings, and scheduling needs.
- Pay Bills, cut checks as needed.
- Maintain accurate records and ensure administrative tasks are completed in a timely manner.

Lead Pastor Support -

- Provide administrative assistance to the Lead Pastor.
- Coordinate appointments, meetings, and follow-up communication.
- Track action items, projects, and deadlines.
- Prepare documents, reports, and meeting materials as needed.
- Assist with organizing ministry initiatives and special projects.
- Help with any duties the Lead Pastor sees as necessary (research, writing drafts, social media).

Communications -

- Maintain and update the church website.
- Coordinate online event registrations and digital forms.
- Assist with weekly announcements and church-wide communications.
- Ensure communication platforms contain accurate and current information.
- Support communication efforts that help people engage with church ministries and events.

Ministry Coordination -

- Support ministry leaders with administrative needs.
- Assist in planning and coordinating events and ministry activities.
- Manage room reservations and facility scheduling.
- Help maintain ministry calendars and planning documents.

- Support volunteer onboarding and administrative processes.

Office Operations -

- Maintain office supplies, equipment, and administrative systems.
- Coordinate incoming and outgoing mail.
- Help ensure a welcoming and organized office environment.
- Identify opportunities to improve administrative processes and efficiency.

Guest & Communications Systems

- Manage Planning Center workflows and guest follow-up.
- Coordinate Mailchimp communications and audience lists.
- Process connection cards and ministry referrals.
- Track attendance and engagement metrics.
- Support digital communication systems and online forms.

Qualifications:

Spiritual & Character Qualifications -

- Demonstrates a growing relationship with Jesus Christ.
- Supports the mission, vision, values, and doctrinal positions of City Alliance Church.
- Exhibits professionalism, integrity, confidentiality, and strong interpersonal skills.
- Serves others with humility, flexibility, and a positive attitude.

Education & Experience -

- Previous administrative or office management experience preferred.
- Experience working in a church, nonprofit, or service-oriented environment is helpful but not required.
- High school diploma required; additional education or training is a plus.

Skills & Competencies -

- Exceptional organizational and time-management skills.
- Strong written and verbal communication abilities.
- Ability to manage multiple projects and priorities simultaneously.
- Strong attention to detail and follow-through.
- Ability to work independently while collaborating effectively with staff and volunteers.
- Proficiency with common office software and digital communication tools.
- Ability to learn church management software and online platforms.
- Demonstrates initiative and problem-solving skills.

Details:

Reports To: Lead Pastor

Status: Part-Time

Hours: Approximately 15–20 hours per week (flexible based on church needs)

Work Schedule: Flexible; Sunday-Thursday.

Compensation: Discussed during interview.

Success in This Role Looks Like:

- Administrative systems are organized and functioning smoothly.
- Church communications are accurate, timely, and effective.
- Ministry leaders receive dependable administrative support.
- The Lead Pastor gains increased capacity to focus on vision, preaching, leadership development, and pastoral ministry.
- Guests, Partners, volunteers, and staff experience excellent communication and follow-up.
- Administrative details are handled proactively rather than reactively.

This role plays a vital behind-the-scenes ministry by creating the administrative foundation that helps City Alliance Church fulfill its mission of joining with Christ to Transform Williamsport with the Gospel for the glory of God and the good of the City.

To Apply: Email your resume and cover letter to Nithin@cityalliance.org