

Job Description

Position Title: Office Administrator--Lexington Campus (Full Time with Benefits)

Purpose of Position: The person in this high-functioning position will partner with the entire Grace Chapel Staff to create a warm and welcoming environment to visitors both over the telephone and in person. In addition to being the first point of contact for many, this gifted individual will direct and personally handle multiple incoming requests. He/she will maintain a strong team approach, lending support to several Staff members.

**Candidate
Attributes:**

In order to be effective in this role, a successful candidate will be a growing Christ-follower who possesses many of the following core gifts or passions.

1. **Organization:** Qualified applicants will have the spiritual gift of administration. He/she has an eye for detail, is able to devise and execute plans, and is skilled at creating organizational systems.
2. **Proactive:** Must be a self-starter, able to take initiative to help move the team forward towards achieving its goals without needing to be closely managed.
3. **Flexible:** Must be willing and able to adapt to last-minute developments that are typical to church ministry.
4. **Multi-task:** Ability to manage phones, visitors, staff, and projects concurrently while maintaining a helpful and positive attitude is essential in this role.
5. **Discerning:** Must be able to discern importance level of requests from callers and staff even when many tasks seem urgent.
6. **Communication:** Strong communication and interpersonal skills in a variety of media (face to face, telephone, and written correspondence).
7. **Computer Skills:** Strong computer skills with specific proficiency in MS Office applications, a variety of social media platforms, and ability to learn web-based applications.
8. **Passionate:** A strong desire to serve the local church, cultivating relationships with its staff members, congregation, vendors, and guests through a ministry of hospitality.

**Key Working
Relationships:**

The Office Administrator:

1. Is an integral part of the Support Staff team and reports to the Director of Operations.
2. Interacts with staff members, visitors, volunteer leaders, and vendors while offering project support to the Director of Operations and other Staff members as necessary.

Responsibilities: Ministry responsibilities include, but are not limited to:

1. Administration: Oversee and complete routine office tasks, calendars, events and projects including:
 - a. Operating as a first point of contact for all guests and incoming calls, welcoming guests and routing calls professionally, warmly and efficiently.
 - b. Developing and maintaining the annual Staff Ministry Calendar.
 - c. Managing the Grace Chapel public bulletin board.
 - d. Providing support to the ministry coordinator team through assisting with various administrative tasks.
 - e. Receive and distribute mail.

2. Office Management: Evaluate and maintain an effective system for coordinating and communicating with staff teams, vendors, volunteers, and congregants, including:
 - a. Vendor relationships—correspondence, ordering supplies, and requesting service calls for equipment.
 - b. Monitoring office supply inventories while adhering to church budget.
 - c. Managing the facility scheduling process for internal and external meetings and events through online software and strong relationships with staff, including facility team members.
 - d. Maintaining and developing web site content to better communicate ministry activities.
 - e. Planning and executing event details (e.g., purchasing food, organizing execution of events, communications, and set up)

If, after prayerful consideration, you would like to be considered for this position, then we would invite you to join in the application process. Please submit the following information electronically (only) to resumes@grace.org:

- Your up-to-date resume
- Cover letter including
 - A brief description of your journey to faith
 - A statement describing the reason for your interest in the particular position

You will receive an email confirming receipt of your submission. No telephone calls please.