

JOB TITLE:

OFFICE ADMINISTRATOR - FULL-TIME

Norton Christian Church in Norton, Kansas is seeking candidates for a full-time Office Administrator. This role will help maintain a welcoming atmosphere while assisting in various administrative functions for the staff and Church.

Our Sunday service attendance averages 289 and our youth programs draw in 120+ students.

All applications will be considered.

An official position description and a short application can be found on our website or picked up at the church office: Monday - Friday, 9:00 am - 4:30 pm. To apply, please return the application and your resume to the church office.

Thank you for considering us,

Norton Christian Church

A Place to Find Hope

Norton Christian Church Website:

nortonchristianchurch.com

Facebook:

[@NortonChristianChurchKS](https://www.facebook.com/NortonChristianChurchKS)

Instagram:

[@nccupperroom](https://www.instagram.com/nccupperroom)

[@nortonchristianchurch](https://www.instagram.com/nortonchristianchurch)

City of Norton Website:

discovernorton.com

POSITION DESCRIPTION FOR:

OFFICE ADMINISTRATOR - FULL-TIME

Job Description:

Office Administrator

Reports to:

Ministers

Measurable Criteria:

Agreement with NCC's vision, goals, and statement of faith.

Observable Qualifications:

- Have office professionalism with staff, church members/volunteers and walk-ins
- Be a willing servant, trustworthy and dependable
- A self starter - highly motivated and organized
- Team player with effective relational skills (works well with others)
- Strong verbal and written communication skills
- Strategic problem solving skills
- Proficient in technology and willingness to learn church-related software

Job Description:

1. Office administration and representative of the church
2. Creating and corresponding social media content
3. Maintaining calendar for staff and church
4. Maintaining membership database
5. Weekly attendance in Servant Keeper
6. Weekly staff meeting
7. Weekly bulletin
8. Weekly working with Ministers for announcements and sermon
9. Weekly working with Worship Teams for Sundays songs
10. Weekly announcements to Norton Telegram
11. Weekly posting of sermon to YouTube, radio, and television
12. Monthly newsletter
13. Quarterly serving schedules compiled and distributed
14. Annual report compiled from committees; reports created and distributed
15. Office, maintenance, communion, Christian Education and other church supplies ordered as needed
16. Assist other office staff, treasurer, maintenance, Senior Minister, Youth Minister and Family & Connections Coordinator as needed
17. Support committee volunteers with requests, copies, etc.
18. Send reminders to Elders, Deacons, Trustees, Committees and other volunteers as needed.
19. Miscellaneous (this can be a big one!)