



# OFFICE ADMINISTRATOR

## JOB EXPECTATIONS

**1-year contract (Maternity Leave)**

*Overview: The Office Administrator is expected to run an effective office to support the ministries at LEMC. Her/His example of Christian living in the church, community, and on social media is seen as very important to the well-being of LEMC.*

These job expectations are based on 30 hours per week on average

### **First Priority Work:**

- Serve as a primary point of reception, making connections with visitors and members, both in-person and online. In doing so, you represent a Jesus-centered church to our congregants and the greater community.
- Thoughtfully address and manage questions & comments that may arise in all forms of communication including inboxes (email, voicemail, online posts, Google listing, etc.)
- Develop and create content for LEMC's social media, 2-3 times per week
- Create and send a weekly e-bulletin
- Effectively design and develop the monthly "LEMC e-newsletter" publication, to cast vision and build excitement for what God is doing in our body of believers;
- Oversee online events calendar, event registrations, and link hub, in communication with ministry leaders and staff;
- Work with pastors and ministry leaders to help with the execution of administrative tasks
- Assist staff & CML's with volunteer scheduling
- Oversee rental agreements and communicate with the custodian on details
- Create slides for the Sunday announcements slide deck

### **Second Priority Work:**

- Check the mail daily
- Keep notes for staff meetings
- Support Council with administrative tasks as required
- Communication development for programming, as needed
- Manage supply stock, keeping the ministry office stocked and ready for use (office supplies, communion cups, baptism shirts, etc.)
- Keep Planning Center current and up-to-date with information
- Ongoing learning to enhance your role as Office Administrator;
- Continue delegating tasks to keep a sustainable pace, for the thriving of you and your family, letting Council know if your workload may need to be adjusted

- Invest in training someone to replace you when you are on holiday. Council to approve the selected person
- Help maintain information on the LEMC website
- Create a booklet for the Annual Business Meeting (Feb-March) each year, in collaboration with LEMC leaders
- Assist CML's and the RISK Committee with administrative tasks

**Involvement in Leadership Team:**

- Attend and participate in staff meetings
- Participate in Vision Committee meetings 2-3 times per year
- Meet with Council for formal peer reviews every quarter. At the beginning of the performance year, Council will share the new job expectations, and the Office Administrator will create their Personal Development Plan for the year. During each review, Council & Office Administrator will review the job expectations and PDP
- At the end-of-year review cycle, Council will obtain feedback from your direct reports to assist with the review process, in identifying potential areas of strength and growth
- Stay familiar with LEMC policies, as needed