

## **Office Coordinator** at Believers Fellowship

### **Position Summary:**

The Office Coordinator plays a vital role in the day-to-day operations of BF. This person will be responsible for ensuring smooth office administration, coordinating events, managing technology, and supporting various ministries. The ideal candidate is organized, proactive, and has a heart for service within the church community. This person will work closely with the Communications Coordinator, Facilities Coordinator, and HR/Finance Director, as well as Ministry Directors.

### **Key Responsibilities:**

#### **Weekly Tasks:**

- Welcome and respond to people who contact the church by phone, email and in person.
- Communicate with all staff regarding weekly church calendar and room schedule report.
- Ensure Lord's Supper is purchased, prepared and ready for Sunday Morning.

#### **Ongoing Responsibilities:**

- Work with Directors to manage all church calendar and room schedule.
- Manage office, kitchen and coffee supplies inventory; purchase and stock as needed.
- Support Finance Director with bill payments, check deposits, and budget management.
- Monitor and maintain church technology, including computers and networking equipment.
- Administer Microsoft 365 and maintain user permissions.

#### **Event Coordination:**

- Manage all internal and external event requests for church usage.
- Assist ministry logistics including signage and event setup.
- Maintain welcome desk materials and coordinate visitor gifts.
- Assist events (e.g. memorials) with materials needed such as programs, brochures, signage, etc.

#### **Maintenance & Security:**

- Assist in managing office keys, alarm codes, and access. Train and onboard new employees on basic church operations (alarm codes, software, etc.)
- Oversee the cleanliness and organization of church facilities.

#### **Qualifications:**

- Strong organizational skills and attention to detail. Excellent communication and interpersonal skills.
- Proficient in technology and comfortable using various software applications including Microsoft products.
- Ability to work collaboratively with staff and volunteers.
- Prior experience in an office or administrative role preferred, ideally in a church or non-profit setting.

#### **Hours:**

28 hours: Monday - Thursday 9am-5pm (with a non-paid lunch hour)

#### **Work Environment:**

This position requires working within a church office environment, interacting with staff, volunteers, and congregation members. Flexibility in hours may be required for special events or meetings.

#### **Application Process:**

Interested candidates should submit a resume and cover letter outlining their qualifications and experience related to the responsibilities outlined above to [Johnny@Believersfellowship.net](mailto:Johnny@Believersfellowship.net)