

## KENSINGTON COMMUNITY CHURCH OFFICE ADMINISTRATOR JOB DESCRIPTION

An open and affirming congregation of the United Church of Christ, Kensington Community Church (KCC), seeks an Office Administrator to support our ministry and mission. An ideal candidate would bring passion and joy to their work, be inclusive in their outlook, and be supportive of KCC's progressive theology and our Open and Affirming beliefs.

The purpose of the Office Administrator is twofold:

- to facilitate the day-to-day administrative and programmatic functions of KCC, inclusive of providing clerical support to the Senior Minister, other staff members, and church programs.
- to oversee the day to day administrative operations of KCC.

### Areas of Responsibility

- Provide administrative support to KCC staff and lay-leadership by preparing printed or digital materials, weekly news e-announcements using various digital and social media platforms, prepare reports, and handling information requests.
- Assist in maintaining up-to-date church and preschool website content.
- Perform clerical functions such as preparing correspondence, receiving visitors, checking, and responding to email and mail, answering phone calls, printing, copying, and scanning documents, etc.
- Maintain and publish church, school, and community Google calendars including building use and daily log.
- Keep up-to-date inventories of office supplies and postage. Order and buy supplies as needed.
- Oversee the day-to-day physical plant of the campus, ensuring tidiness of office, alerting the Ministry of Finance and Stewardship of building issues.
- Schedule any building and equipment maintenance.
- Act as the liaison to groups using the facilities.
- Keep bulletin boards updated with information.
- Assist the Treasurer, Bookkeeper, and Financial Secretaries in making deposits and maintaining accurate financial records through timely data entry.
- Other duties as assigned and/or necessary.

### Position Details

- 25-29 hours per week. Part-time, non-exempt; with the potential to become full-time.
  - Monday-Thursday, 8:30 AM -2:30 PM; Friday 8:30 AM- 12:30 PM
  - Remote work is available upon approval from Senior Minister
- Compensation will be commensurate with background and experience (\$18.00-\$25.00 per hour)
- Benefit Package includes paid time off and disability/life insurance; health insurance benefits are negotiable.

## Qualifications

The Office Administrator must:

- Share in the vision, mission, and values of KCC, an Open and Affirming congregation of the United Church of Christ.
- Skilled in the following areas and applications
  - Verbal and written communication
  - Work organization and time management
  - Database data entry and database utilization
  - Working knowledge of QuickBooks or other financial software to perform data entry of income and expenses
  - Microsoft Office and Google Drive for document and newsletter management, presentation creation, and simple spreadsheet creation
  - Website content creation and basic editing (Word Press)
  - Willingness to learn new skills and ways of working
- The ability to work well with people and to maintain confidentiality.
- The Office Administrator is expected to have a flexible “can do” spirit to tackle duties that are not a part of formal job description.

## Education and Experience

- High School Diploma or GED equivalency required
  - Some College Level Courses is desired
- 1-3 years’ experience as an administrative assistant
  - Previous job experience as an Administrative Assistant in a House of Worship is a plus

## Reporting & Evaluation

The Office Administrator reports directly to the Senior Minister. Reviews will be conducted by the Senior Minister and the Ministry of Personnel and Resource.

## How to Apply

Please send resume and cover letter to Rev. Darryl Kistler at [darryl@kensingtonucc.com](mailto:darryl@kensingtonucc.com) before Wednesday, November 18, 2020 to be considered for the position.

Cover letter should include replies to the following questions:

- Having browsed our website ([kensingtonucc.com](http://kensingtonucc.com)), how might you fit into the culture and vision of the congregation?
- What draws you to apply for this position?
- How does your experience and qualifications make you an ideal candidate to be our new Administrative Assistant?