

**JOB DESCRIPTION**  
**Administrative Coordinator**  
**City Reformed Church**  
**1661 North Farwell Avenue, Milwaukee, Wisconsin**

**PURPOSE OF THE POSITION**

The role of Administrative Coordinator is to provide administrative support that sustains the ongoing operations of the church and releases all staff for the ministry they are gifted and called to do. This person supports the core mission and vision of the church.

**POSITION BACKGROUND**

This is a part-time position (2 days per week). The person will report to the Director of Ministry and Administration, and at times will carry out duties that support other staff. Working at the church location is preferred. Work space and computer work station will be provided. Inquire about compensation.

**JOB RESPONSIBILITIES - Administration**

The following job responsibilities support all aspects of church ministry including children, youth, adults, and worship.

Communications

- Produce weekly worship folder announcements and weekly email
- Update website working with the website consultant
- Expand and enhance communications (depending on knowledge and skills)
- Update social media (minimal)

Church Management System

- Manage calendar for year and keep it updated online
- Build and maintain church management database
- Provide useable and appropriate access to data for staff, leadership, and members
- Integrate email communications and volunteer coordination with church management system

Volunteer Coordinator

- Schedule Sunday volunteers and communicate with them
- Communicate with Sunday volunteers to orient them in their respective roles
- Integrate volunteer coordination with church management system
- Provide logistical support to volunteer groups and events: building access, room set-up
- Provide event planning support for church events: order food, volunteer recruitment, room set-up

Welcoming and Hospitality

- Provide administrative support that will facilitate follow-up with newer members and visitors
- Check building for readiness for Sunday

Administrative Support

- Assist in managing daily/weekly operations of the church such as:
  - Order supplies
  - Pick up mail
  - Print worship folders

## **JOB RESPONSIBILITIES – Bookkeeping** *(depending on skills and interest)*

- Assist with weekly financial tasks
  - deposit offerings and cash
  - pay bills online and with check
  - enter expenses into Quickbooks
  - rectify Quickbooks with US Bank statements and credit cards
  - follow-up with staff and members for receipts and expense reports
- Support ACH and management of online giving
- Facilitate communications and relationships with certain church vendors and contractors
- Set up and maintain online system for filing receipts and documents
- Distribute year-end tax documents

## **QUALIFICATIONS**

- ⇒ Minimum 2 years of administrative experience preferred.
- ⇒ For bookkeeping, need basic finance knowledge and demonstrate competence working with accounting tasks. Need to be able to learn and become proficient at online tools like Quickbooks, US Bank tools, and making online transactions.
- ⇒ Instinctively able to learn and adopt technology for administration. Proficient at Microsoft Word and basic Excel. Prefer proficiency with Teams, Outlook, and Google tools like gmail, Google Sheets, Google Docs, Google Forms. Able to learn and become an expert at Mailchimp and Ekklesia 360 for church needs. Able to operate office equipment (primarily copy machine).
- ⇒ Ability to respect church's doctrine, practices and teaching.
- ⇒ Excellent written and verbal communication skills.
- ⇒ Strong organizational skills. Must be able to give attention to detail.
- ⇒ Expects excellence in ministry programming and service to the congregation.
- ⇒ Must be able to work independently. Will work some days alone.
- ⇒ Must be a self-starter.
- ⇒ Must be able to maintain discretion and confidentiality with financial and personal information.

Please contact Alan Meitler, Director of Ministry and Administration, for more information and to apply:

▲ Email: [ameitler@cityreformedchurch.org](mailto:ameitler@cityreformedchurch.org) ▲ Phone: 414-793-3366

