



First Christian Reformed Church of Detroit

1444 Maryland Avenue, Grosse Pointe Park, MI 48230-1018

(313) 824-3511

www.firstcrcdetroit.org

Creating community through the love of Christ.

Church Administrator Job Description

Job Title: Church Administrator

Hours: 10 hours per week

Pay: \$200.00/week

Location: One day required in church office; other days may be in office or remote

Position Summary:

The Church Administrator performs general administrative duties for First Church in order to support the worship and ministry life of the congregation and its pastor. Candidates should have administrative experience, strong communication skills, and a deep enthusiasm to serve the congregation and its needs and work towards an active church in our community. The Church Administrator is a compassionate person who can pay attention to detail, discern the needs of the congregation, and work with self-supervision.

Essential Job Functions:

- Manage church communication daily, Monday through Friday
- Create and distribute electronic and print worship materials weekly
- Create and distribute electronic weekly announcement bulletin
- Maintain member rolls and volunteer schedules
- Coordinate building use and event scheduling
- Maintain electronic and physical office and worship supplies
- Hold the personal information of congregation members in the strictest confidence and adhere to First Church's guidelines for the disclosure of personal information

Knowledge and Skills:

- Working knowledge of Google Suite including Gmail, Drive, and YouTube; Microsoft Office including Word and PowerPoint; MailChimp; Church Center
- Proficient in writing and editing worship guides, bulletins, and announcements
- Must be able to perform duties in a timely fashion; take directions from the direct supervisor; exercise prioritizing and organizational skills; and deal with the public, church members, and personnel in a pleasant manner.
- Equipment: First Church will provide a desktop computer and multifunction copier in the office

Please submit your resume, cover letter, and references to Elissa at connect@firstcrcdetroit.org.