

# Job Description

## Office Administrator at Arise Church

*Updated: 28 June 2022*

**Purpose:** To oversee office logistics in support of Arise pastoral staff and the church.

**Term:** One year, renewable based on the discretion of the Arise Elder Team.

**Supervisor:** Lead Pastor

**Logistics:** 10 hours/week (part-time), starting at \$10/hour

## Responsibilities

### Lead

- Attend regular staff meetings.
- Participate in quarterly feedback sessions with the lead pastor.

### Connect

- Respond to messages (email, social, text, and phone) in a timely fashion, especially those in the [office@ariseatl.com](mailto:office@ariseatl.com) and [admin@ariseatl.com](mailto:admin@ariseatl.com) accounts.
- Collect and distribute information from connect cards (online and paper).
- Assist the hospitality team with connection needs.
- Prepare stock of second time visitor gifts.
- Ensure the office, mechanical room, and other public spaces are neat and ordered.

### Gather

- Track attendance and engagement using the numbers report.
- Moderate YouTube comments.
- Update the website sermon engine.

### Grow

- Send weekly prayer email.
- Print and organize curriculum for kid's ministry.
- Handle printing for other ministry teams.
- Keep Planning Center up to date.
- Support the treasury team with budgeting and financial tracking.
- Assist Social Media Director and Lead Pastor with website and calendar administration.

### Serve

- Write checks, including for monthly lease, monthly support, and reimbursements.
- Provide yearly PMA confirmation to landlord.
- Assist Lead Pastor with legal and compliance needs.
- Assist Lead Pastor with monthly payroll.
- Assist Lead Pastor with tracking monthly expenses.
- Handle other administrative tasks as needed.