



**JOB TITLE:** Barrington Congregation Administrator

**REPORTS TO:** Associate Pastor, Barrington Campus

**PURPOSE:** Provide administrative support to the Campus Pastor as well as the Associate Pastor and possibly other members of staff during special projects.

**RESPONSIBILITIES:**

1. Oversee and manage the campus office and all campus administration, including overseeing the Receptionist/Facility Scheduler position.
2. Perform tasks necessary to compile and execute congregation communications and activities, including: weekend announcements, registrations, Connection Cards, At A Glance, Communication Request Forms, Media Request Forms, etc. This also includes overseeing the campus Social Media presence.
3. Provide organization and tracking of tasks to ensure accomplishment and recreation of tasks. This includes maintaining an organization of digital folders in SharePoint, as well as the Arena database.
4. Manage a campus calendar of events and meetings for the staff, and the campus as a whole.
5. Provide professional communications in written, verbal, and electronic mail to support the overall ministry activities as directed by the Campus Pastor and the Associate Pastor.
6. To liaison well with lay leaders, volunteers, church board and central staff as needed in helping advance the annual strategic priorities.
7. Assist with purchasing and expenses within the financial plan for ministry.
8. Lead the planning, execution, volunteer recruitment and resource gathering for key campus events, such as membership, discipleship initiatives, trainings, concerts, volunteer appreciation events, etc.
9. Perform campus phone and/or front desk Receptionist duties as needed, and during the Receptionist's lunch break.
10. Perform other duties as assigned by the Associate Pastor

**QUALIFICATIONS:**

- Deep love for the local church and of Jesus Christ.
- High level of discretion due to the sensitive and confidential nature of many of the tasks.
- Detail oriented to provide quality work and complete assigned tasks accurately.
- Ability to handle multiple tasks within projects and assignments, regardless of interruptions.
- Ability to organize, analyze, and execute tasks in a timely manner.
- Strong Interpersonal skills with ability to communicate effectively with congregants, management, and volunteers.
- Demonstrate professionalism through appearance, attitude, and loyalty.
- Self-motivated and able to initiate projects and work independently
- Proficient with computer system software such as the Shelby membership module (along with other modules), Word, Excel, PowerPoint, One Drive, and other needed software to complete specific projects or tasks.