



## Office Administrator - Job Description

### Guiding Scriptures:

Ephesians 4:11-13: It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.

Matthew 28:18-20: Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

### Purpose:

This role is a catalyst to provide the administrative support to help move the mission of Town + Field Church forward.

### Accountability:

While under the supervision of the Pastor of Operations, he or she will serve, in community, as part of the staff team contributing to the team spirit and participating in devoted relationships to one another.

### Responsibilities:

1. Main Office Administration
  - a. General Office Administration - Be the first point of contact to greet guests in the office. Responsible for phones, mail, emails, and filing. Serving as primary contact for staff, vendors and congregation regarding inquiries about church administration. Room set up for special meetings and events and other general office duties as they arise.
  - b. Office Ninjas- Manage the Office Ninja program and system including recruiting new volunteers, caring for current volunteers, and liaising with staff on weekly tasks.
  - c. Rentals - coordinate all rental requests, liaise with renters on all details and contracts with renters, and keep calendar up to date. Maintain an efficient tracking system for keys and alarm codes.
  - d. Purchasing and Inventory - Order and purchase all necessary office supplies (janitorial, café, office, printers, etc.). Ensure Sunday café is setup and organized for Sunday, including scheduling volunteers.
2. Ministry Administrative Support
  - a. Discipleship - Assisting Discipleship Team in executing classes, events & leader equipping, and general admin. Tracking congregational discipleship in the database.
  - b. Database and Tracking - Assist the Pastor of Operations in database management and tracking, data input, tracking attendance for all events and community groups,
3. General Administrative Support
  - a. Coordinating Staff Meetings (weekly, Strategic, Budgeting, etc)
  - b. Communication & Special Event Support as available.
  - c. General admin support for the Pastors and Directors

### Qualifications:

1. Welcoming - Warm inviting personality with a desire to serve.
2. Growing Disciple - Demonstrated passion for the person and mission of Jesus and a commitment to Spirit-filled living.
3. Integral - Relentlessly trustworthy in stewarding the responsibilities, resources and people entrusted to him.
4. Energetic - Thrives in a fast-paced work environment and responds well under pressure.
5. Experienced - Proven organizational and administrative abilities and experience in business writing and basic financial operations.
6. Interpersonal Skills - Friendly and welcoming. Communicates well one-on-one and works well within a team environment.
7. Committed - Wholeheartedly affirm and support the Town + Field Vision, Values, Statement of Faith and Leadership Agreement.

### Time Requirements:

The individual will carry out his/her responsibilities by working approximately 20-25 hours over a minimum of 4-5 days per week

To apply, please send a copy of your resume to [clement@townandfield.ca](mailto:clement@townandfield.ca).