



Southern California Conference  
of Seventh-day Adventists

## JOB DESCRIPTION

**POSITION TITLE:** Church Administrator

**DATE:** September 7, 2023

**CHURCH:** Altadena SDA Church

**REPORTS TO:** Church Pastor

**CLASSIFICATION:** Non-Exempt, Part-Time, 20 hours per week

**SALARY RANGE:** \$18.00 - \$21.00 per hour

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### POSITION SUMMARY

Support Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

The Church Administrator of the Altadena Seventh-day Church will play a vital role in supporting the operations and ministry of the church. They will work closely with the church leadership, staff and congregation to ensure the smooth operation of various administrative, pastoral and community outreach activities.

### ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Assist with general administrative tasks, including maintaining church records, managing correspondence and organizing meetings.
3. Coordinate and manage the church calendar, church directory, membership database, schedules and events.
4. Send and receive packages.
5. Provide support for the preparation and distribution of church publications and communication materials.
6. Coordinate the maintenance and inventory of church facilities, equipment and supplies.
7. Assist with the pastoral team to provide support in pastoral care activities, including hospital visits, counseling and prayer services.

8. Assist with the coordination of worship services, including preparing worship materials and organizing volunteer schedules.
9. Assist with outreach ministries and volunteers to organize and promote community outreach programs, events and initiatives.
10. Assist with scheduling of community service projects and church ministries.
11. Assist in developing and maintaining relationships with local organizations, community leaders and stakeholders to enhance the church's presence in the community.
12. Assist with the church's online presence, including maintaining the website, social media accounts and digital communication platforms with pertinent information.
13. Assist in creating and distributing church newsletters, bulletins and other communication materials, as well as provide technical support, as needed.
14. Help coordinate the scheduling of maintenance and repairs.
15. Facilitate the receipt of goods and vendor services for maintenance and repairs.
16. Receive and process Facility Request Forms.
17. Maintain event schedules.
18. Calendar and monitor contract timelines, maintain vendor logs, rentals and insurance payments for renewal or end of term.
19. Comply with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
20. Perform other duties as assigned.

## **REQUIRED QUALIFICATIONS**

To perform this job, the individual must

- Perform each essential function satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and have a
- Personal commitment to the Christian faith and an understanding of church operations and ministry, and
- Meet the requirements listed below.

### **Education and Experience**

Two to four years of office experience (church office or non-profit experience preferred)  
Bachelors degree in Business Administration or Management, preferred

### **Competencies**

- Excellent organizational and time management skills, with the ability to prioritize tasks and manage multiple responsibilities.
- Proficient in using office productivity software (i.e., Microsoft Office Suite), email and social media platforms.
- Experience in event coordination and/or community outreach is preferred.
- Knowledge of basic record-keeping practices (i.e., Google Workspace).
- Strong verbal, written, interpersonal and communication skills
- Ability to work independently and manage multiple projects

### **Personality Traits**

The Church Administrator will be a professional and possess a high degree of integrity.

### **Certificates, Licenses, Registrations**

Valid driver's license.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. Extended hours may occasionally be required.