

# Oak Hills Church

Beaverton, Oregon

**Position Title:** Administration & Communication Coordinator

**Position Summary:**

The Administration & Communication Coordinator (ACC) fills an important role within the ministry of Oak Hills Church (OHC). In most cases, the ACC will serve as the “face” of OHC for church and community members during the work week, providing an important first impression for our community, and assisting ministry staff, volunteers, and various lay leaders in the critical administrative and communication needs that support the ministry efforts that drive OHC toward achieving its mission and vision. The preferred candidate maintains a personal relationship with Jesus as Lord and Savior, the ability to listen and interact well with people of all ages and backgrounds in a personal and professional manner, possesses strong written and verbal communication skills, demonstrates strong and efficient organizational skills, and is willing and able to regularly attend worship at OHC.

**Parameters & Benefits:**

- 20 hours per week
- Salaried, based on experience and designated hours
- 2 weeks paid vacation per year
- This position is not eligible for medical or retirement benefits

**Expectations, Responsibilities, and Tasks:**

- *Office & Administrative Support.* The ACC will oversee and manage all general office tasks, including, but not limited to, printing, photocopying, answering phones, emails, filing, preparing bulletins, ordering supplies, collecting and sorting mail, directing communications to proper personnel, maintaining the church master calendar, interacting with the community and vendors, maintain regular on-site work hours, and be willing to constantly seek out more efficient and effective ways to address the administrative needs of Oak Hills Church.
- *Building & Facility Use.* The ACC will schedule and monitor the various groups that regularly use the church campus, always granting priority to the needs of OHC ministries, and ensuring that schedule conflicts are avoided. The ACC will ensure that campus use policies are followed and adhered to, will communicate related needs and concerns with groups as needed, and maintain a campus master calendar in order to avoid building and facility use conflicts. On rare occasions, the ACC may need to be available to be on campus during the evenings or weekends to address unexpected needs.
- *Ministry Team & Volunteer Support.* The ACC will assist Ministry Staff, Council, and Ministry Teams in ensuring that ministry areas are sufficiently staffed with volunteers by maintaining volunteer calendars as received from ministry teams or designated Ministry Staff, sending weekly volunteer reminders, assisting in finding substitutes when volunteers are unable to serve at scheduled times, assist in the administrative needs of the Ministry Staff and Ministry Teams as needed, assist the Ministry Staff and Ministry Teams in producing promotional materials as needed, attend and be an active participant in weekly staff meetings.
- *Communications.* The ACC will coordinate and manage all church communications, including answering phones and emails with both the OHC community and inquiries from outside of the OHC community. They will assist Ministry Staff and Ministry Teams in maintaining, managing, and updating church social media accounts and website as requested.

**Working Relationships & Supervision:**

- No supervisory responsibilities
- Under the daily supervision of the Lead Pastor, with final accountability to the Council
- Work in collaboration with various volunteer leaders
- Regularly communicate with, and develop healthy relationships with, the congregation and surrounding community members
- Attend weekly staff meetings
- Participation in regular 1-on-1's with the Lead Pastor

**Qualifications:**

- Basic computer skills including familiarity and ability to effectively use Microsoft Office, Google Suite, and related software
- Familiarity and ability to use basic office equipment including a commercial printer
- Ability to effectively maintain clear, accurate, and easy to manage records and files
- Familiarity or ability to quickly learn and use Wix Web Builder; Facebook, Instagram, and related social media management platforms; Planning Center Online; Faithlife Proclaim; MailChimp; Canva; YouTube Studio; and others as determined necessary
- Strong communication and customer service skills, with the ability to communicate effectively, clearly, and respectfully via phone, email, text, and in-person, maintaining proper grammar and minimal typos
- Ability to collaborate effectively with various lay leaders and ministry staff to support the overall vision and mission of Oak Hills Church
- Ability to respect and uphold the various traditions, beliefs, and practices of Oak Hills Church and our denomination
- Must be able to pass a background check and adhere to all safety policies
- Comfortable working for long periods of time alone in the church office with minimal social interaction or direct supervision

**Other Preferences:**

- Strongest preference to those already familiar with basic tenets of Reformed Christianity and/or the Christian Reformed Church in North America
- Preference given to applicants with a "creative eye"
- Preference given to prior experience serving/working in a ministry setting

**Anticipated Weekly Time Allotment:**

Website & Social Media Needs	2
General Office Tasks	10
Meetings	2
Weekly Church Email, Volunteer Coordination, Bulletin	4
Misc/Other	2
<b>TOTAL HOURS</b>	<b>20</b>