**Administrator Manager**

**POSITION SUMMARY**

The mission of Pacific Community Church (PCC) is to see every person growing in Christ; belonging to Christ’s community; sharing Christ’s story; and loving their neighbour. The Administrator is on the front lines of this mission by creating and managing internal and external communications, facilitating office management, accomplishing critical projects, and assisting the senior leadership to accomplish ministry objectives. This is an important team role that requires a person wired and motivated to accomplish key tasks in expert and timely ways. A necessary and initial focus of effort is to improve and advance and develop our communications strategy by sharpening our web presence and enhancing our church management system.

Some might describe this as a “behind the scenes” role. Perhaps. The reality is that such a person helps makes everything on the stage happen and they play a very critical role in contributing their gifts of administration to a team which tends toward other sorts of giftedness. Without a team-playing administrator, our best efforts can struggle to become good enough.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administration**

* Oversee office management and its operations
* Participate with Senior Leadership to achieve ministry tasks
* Engage special projects to advance ministry of the church
* Oversee team of administrative help
* Strategically streamline and manage systems and processes to ensure that all church related events are properly prioritized and communicated to all appropriate audiences (such as staff, volunteers, attenders, non-attenders, etc.)
* Maintain a promotion calendar that includes all known ministry events, community events, programs, sermon series, and campaigns, including how and when they are being promoted

**Communications – An Initial Focus and An Ongoing Management**

* Lead communication campaigns for events, sermon series, and/or programs.
* Ensure the design and style standards of PCC are met by all ministries to ensure a unified brand
* Write clear and compelling copy for all forms of church communication. This includes print pieces (e.g. bulletins, brochures, flyers, poster), annual reports, web and social media content, emails, form letters, etc.
* Deliver high-quality graphics for all ministry activities
* Collaborate with pastors and other staff to ensure effective promotion of all ministry activities
* Coordinate all content and delivery of verbal Sunday communications – either through a preplanned video or live announcements
* Maximize the effectiveness of PCC’s website (and general web presence).
* Build a strong network of interpersonal relationships and volunteer teams to cultivate grassroots and word-of-mouth promotion of PCC’s mission and events
* Help execute creative ideas and coordinate logistics as needed
* Ensure the design, production, and distribution of print media such as banner, push cards, bulletins, handbooks, and other items – this includes oversight of both graphics and text.

**QUALIFICATIONS**

**Education/Experience**

* A combination of training and experience that demonstrates strong competencies and capacities to create and shape an enjoyable and creative communications strategy and implement it well.
* Office management skills and experience will be an asset as this role is instrumental in maintaining office systems that require effective communications.

**KNOWLEDGE, SKILL AND/OR ABILITY**

* Must have excellent written and verbal communication skills
* Passion for helping people
* High emotional and relational intelligence, builds relationships easily
* Collaborative team player who naturally motivates and encourages others
* Commitment to confidentiality
* Attention to detail is essential
* Strong organizational and problem-solving skills
* Excellent at customer service
* Ability to effectively manage multiple tasks simultaneously under time constraints
* Dependable, responsible and self-motivated
* Able to make independent decisions and work with minimal supervision
* Proficient in Microsoft Office

**ADDENDUM**

* Job descriptions at PCC are fluid - meaning this job description represents the minimum expectations when it comes to tasks and areas you may be working in. The reality is that we work as a team and there are numerous other tasks that will require the participation of the person holding this position

This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.