

Job Description: Executive Administrator  
Open Church

As a new church, we're seeking an experienced Executive Administrator to our team. The ideal candidate will be entrepreneurial with experience of high-level management in a dynamic setting. This role requires outstanding organizational, communication, and leadership skills to support the creation of the finance + administration department. In this role, you will be responsible for creating, overseeing, and managing all aspects of our administrative operations, from human resources and finance to office management and facilities management. If you are a strategic thinker with a track record of successful administration in a fast-paced environment, we want to hear from you!

**Objectives of this role**

- Support senior leaders in the execution of strategic goals and long-term operational plans
- Maximize efficiency and productivity through the creation of processes, procedures, and internal controls across the departments
- Work with staff and leaders in the development of financial and budgetary plans
- Manage all day-to-day operations, creatively solving issues and concerns as they arise

**Executive Administrator Duties:**

- Create and manage all administrative and support services for the organization
- Develop and implement strategies for current operations and long-term growth
- Create and oversee all administrative functions and responsibilities for the organization, including human resources, payroll, benefits, and accounting
- Develop organizational policies and procedures, and oversee their implementation, including procedures for HR, Finance, Communication, Properties, and Ministry Areas
- Create and oversee marketing and communication strategies
- Develop and maintain staff and volunteer relations
- Oversee and implement project management and event planning strategies

**Executive Administrator Responsibilities:**

- Support staff and volunteers with administrative responsibilities as approved by Lead Pastor
- Create and manage financial operations, including budgets, finance meetings, internal processes and controls
- Maintain organizational records, including staff and volunteer information, records, reports, and legal documents; membership and appropriate church records; leadership and best practice records
- Maintain accurate property and financial records, budgets, actuals, and reports, including grant management if necessary
- Support the senior leaders in articulating, implementing and tracking monthly and quarterly goals for the organization
- Coordinate and maintain Church and Lead Pastor scheduling and calendars
- Manage email, snail mail, phone calls, and voicemails
- Manage church email marketing and social media marketing, as well as website updates

### **Requirements And Skills:**

- Bachelor's degree or equivalent education or experience
- 5+ years' administrative experience
- Superior knowledge of computers, including internet, google workspace, church or customer management software, digital calendars, project management software
- Excellent written and verbal communication skills using email, email marketing, social media, phones, and in person
- Excellent interpersonal and leadership skills, internally and externally, with all people
- Excellent organizational skills
- Ability to work independently with little supervision; develop the foresight to anticipate what comes next; ability to creatively problem-solve
- Ability to maintain confidentiality across all areas of the organization and in all forms of communication

### **Preferred Skills**

- Experience with Planning Center Online, Google Workspace, Quickbooks, Bill.com, Canva, Wix
- Experience in bookkeeping or accounting, project management, and event planning
- Experience creating budgets and business plans
- Experience in property and staff management
- Experience with graphic design, email marketing, website management, and social media coordinating

### **Terms of Employment:**

- This position is hired by and under the supervision of the Lead Pastor
- Employment is part-time, 15-20 hours per week, with room to grow
- Work is hybrid, with office space available
- Bi-annual review and ongoing feedback and support provided by the Lead Pastor
- Compensation is commensurate with experience

Open Church is a fast-growing new United Methodist network of microchurches in Columbus, Ohio. We are developing an inclusive and diverse team to empower and deploy called lay people into ministry in the city. Come as you are! Open Church is an authentic community, committed to full LGBTQ+ inclusion and true diversity, creating a culture of listening and learning, free of discrimination and harassment of any kind. All employment decisions at Open Church are based on organizational needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, sexual orientation, gender identity, family or parental status, national origin, or disability status.