

Job Title: Administrator 1, Facilities, Reception & Children's (Southwood)**Reports to: Campus Manager (SW)****Employment Status: Full-time (36 hours)****Compensation Basis: Non-Exempt****Staff Classification: Non-Ministerial**

Job Purpose: Provides administrative support, as well as foster smooth and continuous operations throughout, by providing assistance in the area of facility resources. Represent the church as Receptionist by being the first point of contact for those who call, email, or walk in the door.

Duties:*Reception*

- Ensure lobby and main phone lines coverage during office hours
- Post, receive, and distribute mail
- Greet visitors
- Keep MOD folder up to date
- Assist staff with questions regarding copier, mail, fax, supplies, etc.
- Distribute connect cards to appropriate staff, send visitor letter/email, and record changes in database, as needed
- Maintain mailboxes for staff
- Record phone messages to keep current

Facility Resources

- Assist Facilities Maintenance Director with campus facility resource needs and special projects
- Serve as Administrator for campus facility resources team
- Manage scheduling of facility resources for campus, with input as needed from campus facility resources team
- Serve as primary liaison for outside organizations who rent or use facility resources
- Manage the Campus Setup Staff regarding required room set ups
- Maintain room layout and schedules for all campus facilities
- Maintain and distribute all keys and key code boxes
- Serve as liaison for cleaning company
- Oversee that facilities are kept clean, organized, and doors locked at relevant times
- Inventory, stock and straighten office, copier and kitchen supplies, common areas, meeting rooms, and linens

Children's Ministry

- Inventory, purchase, and stock the Children's workroom, greeter desk and weekly curriculum supplies, as needed
- Prepare for special events by purchasing supplies and assisting at events, as needed
- Add and update new visitors and returning families information in the database
- Send follow-up email to new visitors
- Compile information for and schedule the sending of the monthly newsletters

General Administration

- Financial
 - Administrate Visas of self and others, as necessary
 - Properly submit check requests, invoices, receipts and money

- Understand and oversee departmental budget
 - Manage petty cash (if applicable)
- Request Forms
 - Use proper Google Forms and means of communication when requesting resources from other teams
 - Submit Communication, Childcare, Maintenance, Production Maintenance, and Worship Request forms, communicating needs and changes through process
- Communication
 - Maintain excellent working knowledge of GSuite: Drive, Gmail, Calendar, Docs and Sheets
 - Enter events on to Google Calendar(s), following proper protocol and procedures
- Database
 - Oversee all data entry for department and ensure the training of other members of department
 - Engage in furthering knowledge of the database and promote excellent use of it by keeping data updated and accurate
- Facilities
 - Reserve rooms for events and meetings
 - Ensure proper setup, take down, and clean-up of facilities used by your department
- Congregation
 - Serve as primary source of contact between department and congregation, managing phone calls, emails and other inquiries
 - Communicate important dates and events using appropriate Communication Team guidelines
- Personnel
 - Administrate Universal Application (if applicable)
 - Manage out of office dates for department

Other duties, as assigned

Qualifications:

- A committed and growing Christian in a strong relationship with a local, Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 2 years' experience in this/related field preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Demonstrated capacity for professional administration
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision

*See GBC Personnel Manual for further information
Revised July 2021*