



## Job Description

**Position Title:** Office Administrator

**Reports To:** Executive Pastor

**Revised:** 10-16-17

**Department:** Admin

**Status:** Part-Time (20-24 hours)

**Pay:** Hourly

### Position Description:

The Pursuit is looking for an Office Administrator to contribute to The Pursuit's mission "To lead North Dakota into a growing relationship with Jesus" by creating an environment for our church to function smoothly. The Office Administrator will support our staff team by ensuring week-to-week tasks are completed so we can have a highly functioning ministry.

At The Pursuit we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

### Responsibilities:

- **Office Responsibilities**
  - Oversight of office supplies and any office needs
  - Oversight of bulletins, inserts, and weekly printings from The Pursuit
  - Oversight of weekly church email, phone
  - Be over the church scheduling and calendar, this includes facility scheduling
- **Volunteer Responsibilities**
  - Recruit, Train, Empower, and Lead office volunteers
  - Find ways to build a team of volunteers that can serve in admin with their gifting
  - Lead volunteers to make sure processes are done with integrity
- **Specific Responsibilities**
  - Help Oversee internal church database software
  - Manage transitioning to new database system, The Rock
  - Grow to be a learner and trainer of The Rock
  - Assist ministry leads by providing support with the Admin assistance in ministries
  - Lead the team that counts/deposits/reports weekly offerings
  - Develop ways to provide support to ministries
  - Take meeting minutes as needed

### Knowledge/Skills/Abilities:

- Spiritual gift mix of Leadership and Administration
- Ability to develop and lead teams of volunteers
- Have exceptional interpersonal and communication skills with staff, volunteers, and church attendees
- A strong sense of ownership and the desire to see things done with excellence.
- Ability to prioritize multiple projects and manage a schedule

- Competency in Microsoft Office software, as well as the ability to learn and use other programs as needed
- The ability to work collaboratively as a member of a team.
- Highly organized
- Willingness and desire to move forward with limited information and limited resources
- Promote a positive attitude and working environment

**Personal and Spiritual Requirements:**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle.
- Models standards and expectations of leaders within The Pursuit, including ...
  - Ownership with The Pursuit church.
  - Regularly attend one of the available services.
  - Abstain from illegal substances.

**Reviews:**

- Monthly Review/Evaluation with Executive Pastor

**How to Apply:**

- You can apply by sending a resume to [hello@thepursuitminot.org](mailto:hello@thepursuitminot.org)

**ACKNOWLEDGMENT**

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation. I understand and agree to the pay, vacation, benefits, direct report, and review process above.

\_\_\_\_\_  
Applicant Signature/Date

\_\_\_\_\_  
Management Signature/Date