

SAINT PETER'S

Director of Administration

SCOPE

The Director of Administration plays an essential role in the life of Saint Peter's Church by being responsible for administrative tasks related to the life of the church, as well as providing administrative support to the Lead Pastor, Director of Operations, ministry staff and church board members in support of the mission and values of Saint Peter's Church.

RESPONSIBILITIES

This position is accountable to the Director of Operations and is responsible for the seamless coordination and oversight of administrative tasks related to church facilities, ministries, missions, and outreach in the day-to-day ministries of the church.

This position will serve as the primary contact for all vendors, maintenance services and external contacts. The Director for Administration will work directly with the church accountant to expedite financial transactions.

Specific job duties include:

Reception

- Performing church receptionist duties such as answering the phone, greeting visitors, signing for packages, collecting and sorting mail, to include invoices, correspondence and checks, and receiving emails addressed to the church's general mailbox.

Facilities

- Providing oversight of janitorial performance to ensure contract services are met.
- Coordinate with the janitorial contractor and facilities manager to ensure all elements of scheduled events are complete.
- Coordinate approval of facilities use and serve as liaison to outside groups.

- Initiation, evaluation and recommendations for all vendor and service bids and proposals.
- Purchasing of kitchen and office supplies.

Calendar

- Updating and coordinating the church calendar as it concerns facilities, events, and staff.
- Scheduling counting and safety team members each week in Planning Center
- Scheduling and preparing for monthly board meetings
- Tracking and submitting all staff vacation requests to the Director of Operations for approval.
- Assisting with the Lead Pastor's calendar and appointments and outside events.

Other

- Act as liaison between church and preschool working directly with its directors.
- Monthly reconciling of receipts for the church credit card.
- Collecting and forwarding prayer requests to appropriate staff and prayer ministers.
- Maintaining the REALM database.
- Maintaining accurate filing systems.
- Maintaining and assigning alarm system codes for employees.
- Assist with obtaining and processing information for background checks of volunteers and staff.
- Other duties as assigned by the Director of Operations and Lead Pastor

COMPETENCIES

The perfect candidate for the Director of Administration at Saint Peter's Church will thrive in a dynamic, team oriented ministry environment, is naturally organized and detailed, and has the maturity to maintain discretion. This position requires proficiency in current word processing and spreadsheet software, database management such as Realm and Planning Center, the ability to act decisively in a busy multitasking environment and communicate effectively.

CHARACTER

- A person of prayer, and peace, who is committed to loving and serving our Lowcountry Community in the name and power of Jesus Christ.
- Has a relationship with the Presence of God and practices the way of Jesus.
- Lives by an established Christian rule of life and seeks to cultivate the fruit of God's Spirit.
- Willingness to practice forgiveness and reconciliation as Jesus teaches from Matthew 18.