

Clinton Frame Church

Title: Assistant Church Administrator

Time: 1.0 FTE

Purpose: Support the vision of the congregation by providing administrative and technical support to the pastor and leadership to the administrative staff.

Accountability: The Assistant Church Administrator is supervised by and reports directly to the Church Administrator. The administrator and assistant administrator will work closely together on a daily basis. The assistant administrator will focus on operations and pastoral support for existing programs, while the administrator will focus on supporting pastoral vision and preparing for growth.

Typical Work Hours: Monday thru Thursday, Wednesday evening, and Sunday morning.

Tasks & Responsibilities

- Manage and maintain facilities, equipment, and grounds.
 - Schedule and supervise custodial and maintenance staff for regular cleaning and support for all calendar events.
 - Keep records and preventative maintenance schedules for all facilities and equipment.
 - Perform and outsource regular maintenance and repairs of facilities, equipment, and grounds as needed, while being a good steward of church financial resources.
- Manage and perform administrative tasks and activities as a member of the office administrative team. The office administrative team includes Assistant Church Administrator, Administrative Assistant, Bookkeeper, and Graphic Designer.
 - Coordinate and assist the office team in performing daily and weekly office tasks as assigned by the Pastoral Team and the Church Administrator.
 - Supervise the church calendar, including room assignments and detailed information for staffing and support of events.
 - Assist with coordination of special events as directed by members of the Pastoral Team

- Assist with special projects as directed by members of the Pastoral Team and the Church Administrator
- Assume primary responsibility for audio, video, lighting, acoustics, and IT operations as directed by the Church Administrator in coordination with the Worship Pastor.
 - Perform or coordinate setup, operation, maintenance, and troubleshooting of all AVLA and IT equipment.
 - Train and supervise AVLA volunteers in coordination with the Church Administrator and Worship Pastor.
 - Perform weekly tasks, such as stage setup and recording and editing the pre-service video.
 - Assist with coordination of special events and projects as directed.

Qualifications:

- Bachelor's degree in related field is preferred.
- Facilities and equipment maintenance experience is preferred.
- Ability to schedule and manage multiple part time custodial and maintenance staff for regular weekly duties and events.
- Computer proficiency in and the ability to troubleshoot Microsoft Office and basic apps within the office environment.
- Working knowledge of audio, video, and lighting systems is preferred.