

Office Coordinator

Peace Church is seeking a part-time Office Coordinator to operate the front office, welcome guests, and provide administrative support to staff.

A fitting candidate will have a deep love for Jesus and Peace Church, be highly organized and detail-oriented, enjoy administrative work, be proficient with digital tools for organization and communication, and enjoy working with a fun group of people on a mission.

By operating the front office, this position creates opportunities for people to hear God’s Word, follow Jesus, and participate in the church.

Peace Church loves the gospel, desires to be faithful to God’s Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 1200.

For more information, see [peacechurch.cc](http://peacechurch.cc).

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Applications are being accepted now.

Part-time, hourly, 20-25 hours per week.



Office Coordinator

**Function**

The Office Coordinator manages the functions of the front office, provides a welcoming first impression to visitors and inquirers, provides administrative support to the facility department, and assists all staff with front office functions.

Part-time, average 20-25 hours per week.

**Accountability**

The Office Coordinator reports to the Executive Pastor, but also provides significant support to the Director of Facilities.

**Qualifications**

1. Have a growing relationship with Jesus Christ and agree with the Peace Church statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Able to professionally and graciously represent Peace Church.
6. Able to effectively communicate verbally, in writing, and using technology.
7. Able to prepare documents such as correspondence, forms, and reports.
8. Able to independently organize, plan, and execute recurring or periodic projects and tasks within a given deadline.
9. Able to independently follow-up on details/tasks and manage many details/tasks, while keeping the big picture in mind.
10. Able to effectively operate software such as Microsoft/Apple office suite, Planning Center Online, Asana, and Mailchimp.
11. Able to manage time well.
12. Able to solve problems.
13. Highly organized.
14. Teachable and eager to learn new skills.
15. Flexible and adaptable.
16. Able to maintain confidentiality.

**Responsibilities**

1. Manage the functions of the Front Office.
Includes such items as:
	1. Field requests via email, mail, phone, or in-person and direct to correct process or person.
	2. Welcome visitors and direct to correct location.
	3. Coordinate front office systems and processes such as staff calendar, membership records, facility requests.
	4. Coordinate the flow of information & communication through the front office.
	5. Maintain office equipment & supplies.
	6. Assist staff with front office tasks such as large printings or mailings.
	7. Execute projects, tasks, and other duties as assigned by supervisor.
2. Provide support to the Facility Department.
Includes such items as:
	1. Coordinate room requests and setup team schedule.
	2. Coordinate volunteers, such as the Safety Team schedule.
	3. Coordinate contractors under the direction of the Director of Facilities.
	4. Coordinate facility needs for funerals, weddings, and other events.
	5. Coordinate building access, including keys and codes.
	6. Assist Director of Facilities.
3. Professional Expectations
Includes such items as:
	1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
	2. Participate in the life of Peace Church, attending worship and important events.
	3. Should be(come) a member of Peace Church.
	4. Exhibit character consistent with a follower of Jesus in a church leadership role.

Confidentiality

* Each staff person of Peace Church shall maintain and respect all privileged, personal and confidential matters of which he/she may be aware.