

Job Posting:

Office Administrator

Who We Are:

At Hartland we exist to “Know Christ and Make Him Known” and we desire every part of our church family to exemplify this mission. At HBC we value the position of Office Administrator greatly, as the Office Administrator plays an integral part in increasing our ability as a church to be used by God, both within the body of Christ at HBC and within the Hart community.

Who You Are:

- Someone with Spiritual maturity, who displays and is growing in the Fruit of the Spirit.
- Someone who is able to deal with people both in day-to-day and challenging situations in a loving and sensitive way; with both confidence and discernment.
- Someone who has the ability to act with wisdom and understands the importance of maintaining confidentiality is important.
- Someone who has experience in basic office administration and in bookkeeping is preferred but not necessary.
- Someone who is confident and capable with technology and is willing and able to learn and manage websites, social media, and current computer programs developed for church use.
- Someone who is creative and has the ability to use software to layout and design both printed and online material as desired.

What You'll Do:

- Maintain a welcoming environment for people who visit or phone the church.
- Performing administrative tasks such as keeping up on supplies, proper filing, and the security of the building.
- Maintain the office filing system including confidential records
- Assist the Lead pastor in the preparation for Sunday mornings
- Maintain the church Calendar, including the scheduling of volunteers
- Maintain the church's website and social media
- Create announcements each week.
- Maintain the bookkeeping software and donation records, as well as payroll.
- Provide operational support to the church's Board of Directors.
- Report to the Lead Pastor and support other pastoral staff.

What We Offer:

- A relaxed and flexible work environment.
- Permanent Part-Time with 20/30 hrs a week
- Competitive compensation (hourly rate is based on education and experience).
- Benefits package.
- Opportunities for training and professional development.