

Chapel Hill Church
Administrative Coordinator
Job Description

Reports to: Lead Pastor. Takes direction from Elder chair.

Status: 24 – 32 hours/week. Attendance will be required at Church Business meetings as scheduled (usually one/year in September).

Wages: \$20-\$24 per hour depending on experience

Chapel Hill Church is a Converge North Central church in Eagan, Minnesota. Our mission is to guide people into a flourishing, contagious relationship with Jesus Christ. Our vision is to move this generation from culture to Kingdom. We value Growing in Christ, Living in Love, and Impacting the World.

RESPONSIBILITIES

Financial (30%)

1. Manage accounts payables in QuickBooks, make purchases, facilitate expense approvals, coordinate check signing, reconcile credit cards.
2. Facilitate budget development, requesting needs from ministries and compiling information to submit to finance committee and elder board.
3. Send prepared monthly budget reports for staff and ministry leaders.
4. Process accounts receivable outside of regular giving, process invoices and track payments for facilities rentals.

Facilities (20%)

1. Coordinate workflow for maintenance staff and contractors to provide repairs, cleaning and property care.
2. Maintain building temperature schedules and building security. Schedule equipment inspections and repairs as needed.
3. Train and schedule facility and event volunteers.

Office Management (20%)

1. Provide direction and supervise administrative assistant; serve as backup support as needed.
2. Maintain office supplies by tracking inventory and ordering supplies needed for the office.
3. Keep office areas clean and equipment in working condition and maintain equipment contracts.
4. Evaluate equipment needs and solicit proposals when new equipment is needed.
5. Answer phones and check general voicemail; compile and maintain information needed to respond to requests.
6. Record minutes for all staff meetings and congregational meetings.

Human Resources (20%)

1. Process bi-monthly payroll.
2. Manage time off requests, benefits renewal, change requests and distributions to employee retirement accounts.
3. Review and update Personnel Handbook annually.
4. Onboarding for all new employees including paperwork, benefits, and training on facilities and finance policies.
5. Initiate processes for staff reviews in coordination with personal development goal setting and job description review with the Lead Pastor and Elder Chair.

Communication/Event Support (10%)

1. Post on social media, update the website, prep and send emails as a backup to the administrative assistant.
2. Manage set up and cleaning for scheduled event spaces when administrative assistant is unavailable.
3. Provide support as a backup to event planning and scheduling as needed.

Qualifications:

1. A passionate devotion to Jesus reflected in personal spiritual disciplines and maturity.
2. Agreement with CHC Statement of Faith, Purpose, Mission, Vision and Values.
3. Able to work well independently.
4. Excellent verbal, written, and creative communication skills.
5. Strong organizational skills.
6. Ability to handle confidentiality.
7. Working knowledge of Microsoft Word, Excel, Publisher, PowerPoint, Canva, data bases (Planning Center), Google Docs/Forms and Sheets, email.

To Apply:

Email resume: applications@chapelhill.church.

Mail Resume: Chapel Hill Church Attn: Applications 4888 Pilot Knob Road Eagan, MN 55122