

Office and Event Coordinator

This position is part time and reports to Julia Termanas, Director of Business and Administration. The Office and Event Coordinator maintains the smooth running of the church office through a variety of administrative and clerical duties. The ideal candidate would be spiritually and emotionally mature with a teachable heart, an Anchor Church member or be committed to completing the assimilation process and should have a friendly, pleasant demeanor and positive attitude.

Responsibilities and qualifications:

General Office

- Organize prayer requests.
- Answer phones, door, receive deliveries and monitor general email inbox.
- Maintain church calendar and lock system, create new fobs as needed.
- Maintain new visitor information, mailing 1st time visitors and maintaining data integrity.
- Send church emails via Mailchimp and maintain data integrity.
- Create registrations and check in's in Planning Center Online.
- Maintain data integrity in Planning Center Online.
- Assist with church projects as needed.
- Assist with volunteers and staff appreciation.
- Maintain cleaning and office supplies.
- Order Funeral flowers and gifts.
- Keep kitchen tidy.
- Ensure iPads are charged for events.
- Assist Director of Business and Administration as needed.

Ministry Events

- Schedule volunteers, provide food and print work for Steps 1, 2 and 3, maintain gift inventory, and update assimilation data.
- Leader breakfasts: Schedule volunteers, invite leaders, provide food, record attendance, provide gifts and decor as needed.
- All Church Rally: Schedule volunteers, arrange rentals as needed, order meals, and arrange meeting rooms.
- Arrange set up and clean up for all events.

Print and Production

- Create and print bulletins, all ministry promotional materials and special projects.
- Create and print seasonal prayer calendar.
- Assist ministry teams with print work.

Qualifications

Required

- Proofreading/editing, must be highly proficient in language and grammar
- Knowledge of Asana, Dropbox, Mailchimp and basic office systems.
- Be able to be trusted with confidential information.

Preferred

- Knowledge of MacOS.

A Plus

- Knowledge of Planning Center Online (Must be committed to online training classes.)
- Knowledge of Adobe Creative Cloud (Must be willing to be trained.)