

# Warren Wilson Presbyterian Church & College Chapel

## Position Description

**POSTION TITLE:** Office Administrator and Facilities Manager

**DEPARTMENT:** Warren Wilson Presbyterian Church & Chapel

**REPORTS TO:** Pastor and College Chaplain

### **POSTION SUMMARY:**

The Office Administrator and Facilities Manager for the Warren Wilson Presbyterian Church and College Chapel serves as the coordinator for all office and chapel functions; answers telephones and keeps calendars; manages files, data, input, and word-processing; works with the pastor/chaplain on correspondence and membership records; supervises student work crew; and provides on-going administrative support to committees and programs of the church.

### **SPECIFIC RESPONSIBILITIES:**

1. Has primary responsibility for telephone coverage during office hours.
2. Serves as liaison between the church and the College with regard to:
  1. Coordinating calendar for chapel and Christian Education Building usage.
  2. Preparing and posting churching announcements in college publications.
  3. Preparing and posting college announcements in church publications.
1. Ensures the proper and correct input and maintenance of membership data, prospective membership data, and financial data for the church.
2. Assists the pastor/chaplain, the minister of music, and the chairpersons of various committees or programs with correspondence.
3. Serves as the supervisor of chapel student work crew, assuring that all assigned duties are carried out and completed and that facilities are maintained in a clean and orderly manner.
4. Oversees the publication of a weekly church bulletin, and assists with the monthly preparation of the church's newsletter, "*The Extended Family*."
5. Coordinates and supervises church volunteers, as needed.
6. Coordinates set-up for special functions such as weddings, memorial services, potlucks, and college events.
7. Coordinates building repairs and schedules routine maintenance.
8. Coordinates chapel and Christian Education Building usage, including maintaining calendar of events and issuing contracts for special usage.
9. Serves as co-signer of checks; does purchasing and maintaining of all office inventory.
10. Performs additional related duties as assigned.

### **WORKING CONDITIONS:**

1. Must be able to walk to and from campus several times a day.

2. Must be able to assist with the set-up of tables and chairs.
3. Office environment.

**QUALIFICATIONS:**

1. Associate Degree or equivalent experience required.
2. Excellent communication skills, both written and oral.
3. Exceptional organizational and people skills.
4. Working knowledge of church policies and procedures.
5. A willingness to be flexible with regard to duties and work schedule; i.e. working on Sunday mornings.
6. Thorough working knowledge of a P.C. word processing package, data base management, and spread sheet.