

Administrator – Ministry Description

General Description: The Administrator serves and supports Lutheran-Episcopal Campus Ministry for an average of 30-hours per week by managing visitor reception, database and communications, calendars of staff and events, facility use and maintenance, financial recording, and acknowledgement of all contributions.

Specific Responsibilities and Authorities:

1. Reception (20%)

- a) Serve as lead receptionist for the ministry and facility, welcoming all visitors with warm hospitality
- b) Train and supervise staff and volunteers in visitor reception, including hospitality and use of the phone and messaging systems
- c) Answer the phone in a friendly, professional manner, directing calls to the appropriate people
- d) Record complete and accurate messages, forwarding messages in a timely manner
- e) Maintain confidentiality of visitors and any privileged information
- f) Orient staff and volunteers in the use of office equipment and materials
- g) Receive mail and other deliveries, securely routing items to the appropriate recipient

2. Database and Personal Records (15%)

- a) Securely record and manage confidential contact information in written and/or digital forms for students, faculty, staff, alumni, donors, friends, and other people and organizations, which shall be kept current on a daily basis
- b) Maintain secure personnel records and various other files

3. Communications, Publications and Correspondence (15%)

- a) Oversee content and distribution of all print media, including news, flyers, brochures, etc.
- b) Oversee content of all digital media, including website, social media, photos, and video
- c) Assemble board member binders and meeting packets
- d) Produce and distribute other correspondence as requested by the Campus Pastor

4. Office Management and Facility Security (15%)

- a) Ensure safe and clean condition of building and grounds, logging and reporting any safety issues or incidents to the Campus Pastor and the Facility Manager
- b) Ensure a 24/7/365 secure facility, distributing and receiving keys according to key use policies, maintaining a current database of people holding facility keys, and logging and reporting any security issues or incidents to the Campus Pastor and the Facility Manager
- c) Ensure regular maintenance and safe working condition of facility and office equipment, within budget limits except as authorized by the Campus Pastor
- d) Order and maintain a supply of regular office materials as requested by staff, within budget limits except as authorized by the Campus Pastor

5. Staff and Facility Coordination (15%)

- a) Maintain a current calendar of staff work schedules
- b) Maintain a current calendar of events and facility reservations
- c) Manage parking permits, use, and enforcement for staff, retail, and visitors
- d) Oversee scheduling and maintain a current calendar of facility use by internal and outside groups
- e) Record facility use agreements and orient groups to appropriate use of the facilities

6. Financial Recording (20%)

- a) Receive, record, and deposit contributions, pledges, rents, and other income
- b) Acknowledge all gifts and pledges within one week of their receipt
- c) Prepare and distribute timely payments of bills, invoices, vouchers, taxes, etc.
- d) Maintain written, Quickbooks, and/or Excel records of all transactions
- e) Reconcile account statements with records to ensure accuracy
- f) Prepare timely, accurate monthly financial reports and government filings

Minimum Qualifications:

- Three or more years experience working as an administrative position, including reception, digital and written bookkeeping, database and publishing for print
- An active, ongoing journey with Christ and faith community, and a personal and professional commitment to our mission, values, vision, and ministry
- A heart for and gifts of welcoming people in person and over the phone
- Enjoy working with young adults, and ability to communicate in a clear, direct, caring, professional manner, respecting appropriate boundaries
- Excellent verbal and written skills for public communication, including ease using and learning technology
- Experience using Quickbooks for financial accounting, including accounts receivable, accounts payable, and journal entries
- Experience setting up and using Microsoft Excel and other database platforms
- Strong organizational skills
- Willing to work collaboratively toward problem solving and conflict resolution
- Open to learning and growing in this position

Preferred Additional Qualifications:

- Experience building relationships with people of diverse identities and cultural and religious backgrounds
- Capacity to develop, train, and supervise service opportunities for students
- Strong multicultural competencies and commitment to inclusive practices
- Experience in and skills for managing organizational social media and website development and maintenance

Compensation and Benefits: Hourly wage and benefits are to be negotiated, commensurate with experience and skills.

Accountability: The Administrator will report regularly to the Campus Pastor, who will supervise the Administrator and conduct semi-annual ministry reviews.