

Community Mennonite Church

Harrisonburg, Virginia

Church Administrator

Principal Function of this position:

The Church Administrator carries out the greater ministry of Community Mennonite Church through interaction with the public, congregation, pastors, and Church Council. The position includes professional administrative duties, managing daily operations of the church office, providing administrative support to the Pastoral Team and Church Council, notifying the custodial staff of building needs, and communication with the church community. **This is a 30-40 hour per week position with benefits. Up to 5 hours may be negotiated for fulfilling responsibilities remotely. It will begin on or about January 15, 2023.**

Qualifications:

- Administrative, supervisory, leadership, and communication skills, and the ability to manage competing priorities and short- and long-term projects.
- Public relations skills for face-to-face, phone, and electronic communication.
- Good writing/editing/proofreading skills, including experience creating and modifying various forms of electronic and written media. Experience and proficiency in computer skills.
- Ability to perform with initiative and confidence, maintain confidentiality, and make decisions in light of priorities of Lead Pastor and Council.

Requirements:

- College degree in communications or a related field *or* substantial relevant background
- Two references, one professional and one personal
- Knowledge of and experience with various electronic and written media
- Active Christian faith
- Preference given to applicants with fluency in both English and Spanish
- Passing criminal and sexual misconduct background checks

Summary of Responsibilities:

Office Management

- Direct weekday operation of the church office
- Property and building administration for short-term rentals
- Serve as purchasing agent for the church (office & custodial supplies) and work with church finance administrator to manage accounts
- Inventory and maintain church equipment
- Maintain church records and master calendar
- Assist pastors and Church Council with tasks as requested

Communication

- Front desk reception: personal, phone, and email communication with church members, other community members, and parties using the church building
- Design, produce and distribute church communication and promotional pieces, both print and electronic
- Update the church website, YouTube channel, and Facebook page

Applicants: Interested persons can apply by submitting a résumé with two references. Include information that speaks to the above requirements. Hard copy documents can be mailed to or dropped off at the church office:

**Community Mennonite Church
70 South High Street
Harrisonburg, VA 22801**

or emailed to Lead Pastor Jennifer Davis Sensenig jennifer.davis.sensenig@cmcva.org.

Applications accepted until the position is filled.