

Office Manager / Admin Assistant

Position Description

The Office Manager / Admin Assistant is a full-time in-person or on-site position responsible for overseeing the church's weekly administrative operations and financial administrative processes, ensuring that tasks are completed accurately, efficiently, and in a timely manner. This position serves as the primary contact with MyXP, our accounting services provider, to ensure that financial information, offerings, and invoices are accurately collected and documented.

This position also serves as a primary administrative point of contact for the church, working closely with the pastoral team and ministry leaders to keep information organized and followed through. The Office Manager / Admin Assistant participates in weekly pastoral staff meetings and helps translate ministry plans and priorities into administrative action.

Essential Job Functions

1. Answer incoming phone calls Monday through Friday, 8:00 AM to 4:30 PM, directing calls to the appropriate person and taking and distributing messages as needed. Be present and available during office hours to open doors for deliveries, ministries, and guests at our Noland Campus location.
2. Serve as the primary contact for MyXP (accounting services), collecting receipts and counting offerings to ensure accurate reporting.
3. Coordinate deliveries and provide building access for appropriate personnel, ministries, and guests at both campuses.
4. Maintain office supplies and equipment, and coordinate ordering and distribution of Bible study materials for classes and small groups.
5. Maintain calendars, administrative records, and office systems.
6. Coordinate building request forms and communicate facility needs to appropriate staff.
7. Collect and distribute guest information from Sunday services to the pastoral team for follow-up.
8. Assist with the administration of membership records and background checks for ministry volunteers.
9. Coordinate and supervise office volunteers as needed.
10. Perform other administrative duties as assigned by the Pastoral Team.

Qualifications

1. Displays a growing relationship with Jesus Christ.

2. High school diploma or equivalent; additional education or training in communications, business, or administration is preferred.
3. Comfortable using modern technology and office software, including Google Workspace and financial software.
4. Bookkeeping or financial administration experience preferred, such as financial administration, auditing, or related responsibilities.
5. Strong organizational, analytical, and problem-solving skills, with exceptional attention to detail, the ability to multitask, and a self-motivated approach to managing multiple responsibilities. Demonstrates initiative and reliability, with strong written and verbal communication skills and the ability to maintain accurate records.
6. Exhibits the biblical standards of honesty, integrity, confidentiality, and a servant's heart, both personally and professionally.
7. Experience in church ministry or nonprofit administration preferred.

Organizational Relationships

1. Reports directly to the Preaching Pastor, who oversees the pastoral staff.
2. Works closely with the Pastoral Team on day-to-day administrative and ministry support.
3. Works closely with ministry leaders to facilitate timely, accurate communication.
4. Works with the Church Clerk and appropriate staff on membership and church records.
5. Maintains ongoing communication with MyXP regarding administrative and financial matters.

If you're interested, please email Cover Letter and Resume to personnel@gatheringkc.com