



LAKE BURIEN PRESBYTERIAN CHURCH

Send resume to Travis Brown at travisbrown@lbpc.org

Job Description

Title:	Office Administrator
Supervisor:	Travis Brown
Hours:	Part-Time, 20 - 25 hours per week
Compensation:	\$24.00 - \$28.00 Hourly (Non-Exempt)
Benefits:	Medical, dental, vision, paid vacation and sick leave, paid holidays, 403b retirement
Revised:	June 2024

Position Summary

The Office Administrator is responsible for ensuring the efficient and effective operations of the administrative functions to support the staff and board of the church.

Functions/Responsibilities

- ❖ Positive and cheerful front office presence, to include greeting members and visitors, answering calls, communicating via email, and receiving parcels.
- ❖ Coordinates on-site office operations, including mail, business machines, copying materials, phones, computers, ordering supplies, and managing office-related vendor relationships.
- ❖ Provide administrative support to the team, including scheduling meetings, preparing documents and materials, and general office support.
- ❖ Managing and scheduling the calendar for all space usage on campus, including all fundraising events, program activities, and special events, such as weddings and parties.
- ❖ Oversees computer network and technology issues, working with technology consultants and/or appropriate vendors, and troubleshooting as necessary.
- ❖ Manage and maintain church database, records, and reports.
- ❖ Communication management, including maintaining the website, compiling and sending weekly email blasts, creating flyers, and registration for events.
- ❖ Inventory and management of all keys.
- ❖ Assist with various projects and support of staff as needed.
- ❖ Maintains Confidentiality around sensitive information.

Desired Skills and Qualities

- ❖ 2-3 years of office administrative/management experience
- ❖ Ability to work in a team and follow instructions from supervisor or LBPC leadership.
- ❖ Experience with technology, including Microsoft Office, Graphic products (e.g. Canva) and Adobe Products.
- ❖ Excellent written and oral communication skills.
- ❖ Organized and detail oriented.
- ❖ Excellent customer service skills, as well as a positive, calm demeanor
- ❖ Ability to prioritize tasks and effectively present information.
- ❖ Excellent organization and time management skills
- ❖ Ability to be flexible and adapt to a changing environment.

Physical Requirements and Working Conditions

- ❖ Sitting, walking, lifting up to 25 pounds.

Education/Training

- ❖ High School diploma or equivalent required.

About Us

The Gospel Fully Alive!

Lake Burien Presbyterian Church is an intergenerational, vibrant community that:

- **Encounters** God in all things
- **Equips** people for leadership & service
- **Welcomes** & engages community
- **Pursues** biblical justice in the name of Christ
- **Reflects** our diverse community
- **Takes** risks on behalf of those who are marginalized
- **Partners** with others toward community well-being

Lake Burien Presbyterian Church is committed to employing a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, citizenship, marital status, age, disability, or veteran status.