

Job Opportunity: Church Administrative Specialist

Organization: Living Faith Fellowship

Location: Klamath Falls, OR

Position Type: Part-Time (approximately 10-12 hours per week)

Compensation: TBD- A competitive salary will be based upon education and experience.

Position Overview:

As the Administrative Specialist, you will be the central hub of our day-to-day operations. This role is a blend of executive support, office management, and inter-office hospitality. We're looking for a friendly, organized, dependable, faith-filled Christian who enjoys serving others and helping the church's ministry run smoothly.

Key Responsibilities

- **Office & Executive Operations:** Manage daily church office logistics, answer phone calls, greet visitors, handle email and other correspondence, and provide for the administrative needs of the church to free the pastors and staff for effective ministry. Manages electronic door systems, camera system, and phone system.
- **Administrative Assistance:** Provide clerical support (creating slides and sermon cards or other communications, making copies, making supply orders), be responsible for electronic media such as the electronic sign, website, church app, and weekly e-connection, and work with leadership and staff to provide timely and accurate communication with the congregation.
- **Scheduling & Facility Coordination:** Maintain the master church calendar, coordinate room reservations, and manage scheduling for regular services, ministry events, and special ceremonies (weddings, memorials, baptisms, child dedications).
- **Record Keeping:** Maintain membership information, treasurer assistance/ church statistics, legal papers, contributions, visitor information, purchase vouchers, petty cash; gather attendance books and record attendance; maintain corporation paperwork, the directory, and membership roll, baptisms.
- **Volunteer & Risk Management:** Process required background checks for volunteers and act as the administrative point of contact for church insurance records.

What We Are Looking For

- **Personal Qualifications:**
 - A relationship with and commitment to Jesus Christ;
 - Subscribe to Living Faith's Statement of Faith, Church Covenant, and Church Bylaws.
 - A heart for people: A warm, professional demeanor with excellent written and verbal communication skills.
- **Experience:** 2+ years of administrative support, office management, or administrative clerical experience (experience in a church or non-profit environment preferred). High school diploma required/additional post-secondary training or college experience preferred.
- **Tech-Savvy:** Experience utilizing online calendars, email systems, and standard office productivity tools (Microsoft 365 or Google Workspace) and Church Management Software (Church Center/Planning Center and KidCheck). Ideal candidates will have experience in Canva/PPT/Google Slides, Excel/Sheets, and Word.
- **Core Strengths:** High attention to detail, exceptional organizational capabilities, and a commitment to maintaining absolute confidentiality.

*This job description summarizes the primary duties and responsibilities of the position. It is not intended to list all duties and responsibilities comprehensively. Contents are subject to change at management's discretion.