



## Office Administrator Church and Job Summary

### A bit about us:

The mission of Cedar Hills is **for every person in our community to experience full life in Jesus Christ**. Balancing a strong commitment to Jesus with a relentless commitment to create a “come as you are” culture, Cedar Hills is a thriving and outward focused church located in Sandpoint, Idaho. Started 20 years ago in the living room of our founding pastors, Eric and Nicole Rust, Cedar Hills has grown into an influential church in North Idaho. In addition to its weekly in-person gatherings, CH has a strong online presence and is looking to launch its first multi-site location. Discover our DNA by checking out our vision, values, and beliefs at <https://www.cedarhillschurch.com/vision>.

### Why live here:

Located in the northern part of Idaho, Sandpoint is nestled amongst three mountain ranges, on the shores of magnificent Lake Pend Oreille (*Idaho's largest*) and at the foot of Schweitzer Mountain Ski Resort (*Idaho's biggest*). Sandpoint is an outdoor enthusiast's paradise with a wealth of activities that its lake, streams, trails and mountains provide. With a vibrant arts community and an authentic small-town vibe, the local feel is one-of-a-kind, earning Sandpoint the title of one of the "*most beautiful towns in America*." To learn more visit <http://www.visitsandpoint.com>.

### The right hire:

We're looking for a top-shelf administrator with solid character and savvy interpersonal skills. As an Office Administrator, it's important to be both **kind and assertive**—the spiritual gifts of hospitality and administration would be a huge benefit. The work we're doing together requires us to empower and release the amazing people of our church to do the work of the ministry, so a strong ability to connect with people and coordinate the work of others is required. While we're serious about growth for God and expanding our reach, we're not-so-serious to be around all the time. Our church leadership smiles a lot and has fun together. A successful candidate will match our high energy, drive, and "get it done" approach. This would be a great position for someone who enjoys bringing various people and pieces together to make something useful and beautiful. If this sounds like you, or someone you know, contact Margi at [margi@cedarhillschurch.com](mailto:margi@cedarhillschurch.com).

# Office Administrator



<b>Job Title:</b>	Office Administrator	<b>Classification:</b>	Non-Exempt
<b>Designation:</b>	Administrative Team	<b>Category:</b>	Full Time (40 hrs/week)
<b>Location:</b>	Main Campus	<b>Travel Required:</b>	Infrequent
<b>Reports To:</b>	Director of Operations	<b>Date:</b>	1/29/2025

## Job Description

### POSITION SUMMARY

The Office Administrator serves the mission and vision of Cedar Hills Church by serving as the primary point of contact for church members and guests, as well as supporting the church's staff and ministries by coordinating the church's administrative work.

Two primary target areas are:

- **As an Administrator** – The Office Administrator is responsible for establishing a culture of hospitality, ensuring the office vibe is welcoming and comfortable, and coordinating the completion of administrative projects throughout the day so that every person in our community experiences full life in Jesus Christ.
- **As a Team Member** – The Office Administrator has the opportunity and responsibility to interface with many teams within the church, including the staff team, the administrative team, and his/her developed teams to accomplish church-wide objectives and goals.

### ROLE AND RESPONSIBILITIES

1. **Coordinate the completion of all office administration. (40%)**
  - Manage administrative budget.
  - Oversee the effective use, maintenance, and presentability of the supplies, equipment, and environment of the church office.
  - Creation of weekly and monthly dashboards.
  - Manage projects such as church mailings, email and written communication, bookkeeping collaboration, online payments for church events, and requests for information (respond or refer).
  - Serve as point of contact for all in-office communication, ensuring our staff are informed and looped in.
  - Ensure that background checks for ministry leaders and participant liability waivers are current and on file.
  - Oversee key log and management.
  
2. **Provide administrative support to church ministry staff, fulfilling functions based on requirements and spiritual gifts. (50%)**
  - Oversee our Church Management System (Planning Center), ensuring information is accessible, accurate, and organized.
  - Ensure the creation of weekly programs and other communication pieces as needed.
  - Coordinate administrative support for church-wide projects.
  - Own calendar management for the church, ensuring that ministry leaders and all staff members have necessary access and information.
  - Work with the Director of Operations to establish priorities for staff support requests as available.
  - Take notes and actively participate in staff meetings and other monthly meetings as needed, ensuring that no ministry silos are allowed at CH.
  
3. **Serve as the first point of contact in the Cedar Hills office. (10%)**

# Office Administrator



- Prepare the CH office each day to welcome staff and guests with excellence.
- Greet office guests warmly, provide needed information/assistance, and serve as the gatekeeper/scheduler for drop-ins.
- Manage the phone system of the church, receive phone calls, and check/update voicemail.
- Provide appropriate spiritual support (prayer and encouragement) and guidance to guests who arrive at the office in crisis, partnering with Benevolence to help people connect to a positive next step.

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school degree, GED, or equivalent
- Computer Experience: Mac OS, Microsoft Office, web-based customer management systems, etc.
- Highly people-oriented; able to see people as priorities, not distractions. Interacts with people sincerely and effectively.
- Critical thinker, able to multi-task in a highly fast-paced environment. Proven ability to manage multiple projects and timelines with composure.
- Spiritual gifts of hospitality and administration.
- Self-starter who is able to recognize needs gaps and work independently to address them.
- An effective communicator who speaks, writes, and listens well.
- Clerical Experience: grammar and editing, typing, spreadsheets, office equipment, etc.

Approved By:	Eric Rust	Date: 1/30/2025
Last Updated By:	Margi Gunter	Date: 1/29/2025

I acknowledge receipt of this job description and agree to abide by the terms described within.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_