

**Position: Administrator**

Duties and responsibilities:

- Responsible for the operations and running of the church office.
- Manage internal communication between the Pastoral team and the church
- Coordinating, planning, and executing church events.
- Assisting to create budgets, paying bills, overseeing payrolls, and tracking and recording church income from donations and sales.
- Recruiting and hiring volunteers and overseeing their work and schedules.
- Handling church communications and publications, creating and distributing bulletins and newsletters.
- Overseeing church facility maintenance and security operations.
- Assisting with scheduling meetings, renting church equipment and facilities, and enforcing church policies for facility use.
- Building and maintaining relationships with the congregation and community.