

OFFICE COORDINATOR

Job Description

Ministry Department: Guest Experience

Reports To: Guest Experience Director

Status: Part Time, Non-Exempt (32 hrs)

Revised: November 2025

Primary Purpose

The Office Coordinator serves as the first point of contact for the church by managing the front desk, greeting visitors, and answering phone calls. In addition, this position oversees daily office operations, supervision of the workroom, ordering supplies, and managing the printers to support staff and the ministry of the church.

Position Requirements

- High school diploma or equivalent (administrative training is a plus).
- Minimum 2 years of previous office or administrative experience.
- Friendly and professional demeanor.
- Strong organizational and multitasking abilities.
- Ability to work independently and as part of a team.
- Excellent verbal and written communication skills.
- Detail-oriented and proactive in problem-solving.
- Basic computer and office equipment skills.

Position Responsibilities

- Greet and assist visitors in warm professional manner, direct them to the appropriate person or location, and maintain a clean and organized reception area.
- Answer and direct incoming phone calls, take messages, and assist with general inquiries.
- Manage and organize the workroom, which includes ordering paper and office supplies, maintaining inventory and stock levels.
- Manage, troubleshoot, and arrange maintenance for office printers and equipment
- Coordinate with vendors and service providers as necessary
- Assist with general administrative duties and projects as directed



Personal and Spiritual Requirements

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Commitment to spiritual, personal and professional growth

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.

We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!