

Office Administrator

Job Description
The Bridge Church

Job Title: Office Administrator

Position Type: Regular, Part-time, Hourly, Non-exempt

Supervisor: Executive Pastor (Lead Pastor if vacant)

Start Date: September 1, 2025

Overview

The Office Administrator plays a vital role in ensuring the day-to-day operations of The Bridge Church run smoothly and efficiently. This role provides essential support for our staff, facilities, and administrative systems, helping to create an environment where ministry can thrive and the mission of the church can be accomplished. The Office Administrator is often the first point of contact for visitors, members, and vendors, and is instrumental in maintaining an organized, safe, and welcoming space for all.

Who You Are

- You have strong organizational skills and attention to detail, ensuring that no task is left incomplete.
- You are dependable, proactive, and able to anticipate the needs of the staff and church environment.
- You are a friendly, welcoming presence who represents The Bridge Church with warmth and professionalism.
- You have excellent communication skills and can manage multiple tasks in a fast-paced ministry environment.
- You are comfortable with administrative systems, financial processes, and vendor coordination.
- You are skilled in managing both physical and digital file systems, including Google Drive.
- You are committed to the mission, vision, and values of The Bridge Church.

Key Responsibilities

Office Administration

- Oversee daily administrative needs of the church offices.
- Responsible for receiving and processing all hard copy mail at the Central Offices and Worship Center.
- Provide reception coverage, greeting visitors, managing walk-ins, and answering/returning phone calls and voicemails during weekly office hours.

- Maintain a safe, orderly, and clean work environment.
- Organize and stock office supplies, copy room supplies, restroom needs, and hospitality/snack items.
- Manage copier functionality, supplies, and lease agreements.
- Maintain secure records of all church-related login credentials, accounts, and passwords.
- Manage and organize church-wide Google Drive folders, ensuring proper file structure, access permissions, and ease of use.
- Keep accurate, organized hard-copy records, file folders, and cabinets.

Facility Management

- Oversee cleanliness and organization of all church facilities, including the Worship Center and Central Offices.
- Coordinate with the contracted cleaning company and monitor the quality of their work.
- Coordinate general facility maintenance and manage relationships with vendors to ensure cost-effective, timely service.
- Manage facility access systems, security systems, access records, and key distribution.
- Oversee the facility use process, including inquiries, requests, approvals, invoicing, payments, setup, teardown, and cleaning.

Financial Support

- Serve as a liaison with the church's accounting firm.
- Maintain clear communication between church leadership, insurance brokers, benefits providers, etc.
- Manage the church's safe.
- Process weekly deposits of contributions.
- Oversee invoice processing and payments in conjunction with the accounting firm.
- Support donor engagement processes, including first-time giver follow-up, quarterly updates, and year-end contribution statements.

Staff Support

- Maintain a master list of vendors, contracts, and renewal dates.
- Ensure timely payments and compliance with vendor agreements.
- Assist with coordination of all-staff meetings, fun days, and events.
- Support planning and logistics for staff-related events, conferences, retreats and travel.

Employee Expectations

1. 7 C's of a Staff Member

Fulfills the expectations of a staff member at The Bridge Church written in the Staff 7 C's.

2. Employee Handbook

Fulfills all requirements and expectations written in the Employee Handbook of The Bridge Church.

3. Weekly Office Hours and Work Schedule

Fulfills the following weekly office hours for employees.

- Total Weekly scheduled hours = 24
- Tuesday-Thursday, office hours 8:30am–4:30pm (lunch break included)
- As needed for church events requiring staff attendance