

# BCBC Administrator

## Position Overview

BCBC is seeking a highly organized and collaborative Administrator to oversee key administrative and operational functions of the church. This role works closely with the Senior Pastor, staff, and ministry leaders to ensure smooth daily operations, effective financial oversight, and strong organizational support for church ministries and facilities. The ideal candidate is detail-oriented, proactive, and comfortable managing multiple responsibilities while supporting the mission and growth of the church.

## Key Responsibilities

### Financial & Administrative Oversight

- Partners with the *Senior Pastor*, *Treasurers*, and *Business Administrator* to oversee financial operations including budgeting, cash flow, contributions, insurance, banking, payroll, reporting and related processes.
- Supervises and assists the *Business Administrator* in maintaining efficient financial systems and administrative workflows.

### Staff & Office Management

- Supervises and assists the *Office Administrator* and *Administrative Assistant* and support staff to maintain efficient office operations.
- Coordinates communication and administrative support for ministry leaders and staff.

### Technology & Systems

- Oversees the church's technology infrastructure including church management systems, accounting software, computer networks, and telecommunications.
- Ensures systems function efficiently and support ministry needs.

### Facilities & Operations

- Supports the *Operations Administrator* in coordinating building usage, maintenance, landscaping, and facility improvements.
- Assists in managing outside contractors and volunteer teams responsible for maintaining church facilities and grounds.

### Construction & Project Coordination

- Serves as a liaison between the *Senior Pastor* and *Construction Manager* during and after completion of Phase Three construction.
- Assists with planning and coordination related to the design and setup of new BCBC office spaces.

### Safety Oversight

- Oversees the *Safety Ministry* in partnership with its coordinators to ensure appropriate safety procedures and preparedness are in place.

## Qualifications

- Strong organizational and administrative skills
- Experience in operations, administration, finance, or church management preferred
- Ability to manage multiple projects and priorities
- Strong communication and interpersonal skills
- Comfortable working with staff, volunteers, and ministry leaders
- Proficiency with technology systems and office software (QuickBooks)

## Position Details

- Position Type: Full-Time/ Reports To: Senior Pastor / Location: BCBC