

# QUEST CHURCH

## JOB DESCRIPTION || OFFICE ADMINISTRATOR

### WHO WE ARE

Quest Church is an urban, multiethnic, and multigenerational church in Seattle, striving to be an incarnational presence in a fast-changing, post-Christian culture.

Everyone belongs here regardless of what you look like, where you're from, what you have, how you identify, or whom you love. We boldly celebrate God's creativity, embodied in the rich diversity of human life. As staff members of Quest Church, we strive towards the ministry of justice, liberation, and reconciliation for all people—in our church, throughout our neighborhoods, and around the world. Individually and collectively, we seek to embody the whole Gospel through our five ministry values: the human soul, community, reconciliation, compassion & justice, and global presence. More information can be found at <http://seattlequest.org>

### QUEST'S VISION AND MISSION

**Vision:** To be disciples of Jesus who leave a multiplying impact for the flourishing of our community, our city, and our world.

**Mission:** Love people wholeheartedly. Love God boldly. Make disciples faithfully.

### POSITION DESCRIPTION

The Office Administrator is responsible for overseeing and implementing the daily administrative operations of the church office. As Office Administrator, you will manage church events and office activities in support of directors, pastors, and elder board: manage the church's calendar and Church Management Software (ChMS); organize meetings and direct incoming calls; purchase and organize office supplies; receive and distribute incoming mail and parcel; and, write correspondences and other communications relevant to the position. We will rely on you to have your finger on the pulse of the church's activities, events, and issues.

### CORE RESPONSIBILITIES

- Perform a variety of administrative duties, such as but not limited to: managing the [info@seattlequest.org](mailto:info@seattlequest.org) email inbox, organizing incoming mail, carry out printing/copying requests; answering and directing incoming calls; maintaining an organized and hospitable environment in the office; maintaining inventory of office supplies and assisting with relevant purchases, some basic accounting and bookkeeping to support finance;
- Support church staff with administrative logistics as needed;
- Coordinate, record, distribute, and file all staff meeting minutes;
- Manage church-wide calendar scheduling, church space/room requests, and event registrations in Planning Center; receive and create Zoom meeting requests via Quest accounts;
- eyes to oversee consistency of messaging across platforms (church center, website, social media)
- project management of church event planning on basecamp
- Responsible for organizing and re-stocking Connect Desks in each lobby

- Provide support in preparing logistical details for special services/events (e.g. Christmas and Easter decor, Annual meeting); prepare resources for meetings, classes, and events; print and update event posters and letter boards in lobbies and bathrooms;
- Food and supply purchasing for Sunday and midweek meetings, gatherings, and events including communion and all hospitality needs.
- Support workflow processes by conducting follow-ups on newcomers, membership and new ministry volunteers, etc.
- Manage PCO modules, training staff, and equipping staff and volunteers on how to properly use people, forms, workflows, calendar, services, and check-in.

## REQUIREMENTS

- Relational. You are a team-player with a collaborative spirit and work style and connect well with staff, pastors, and ministry leaders on a personal, face-to-face basis to understand their needs and get the results and support you need.
- Service-driven. You find joy in serving the greater good of the entire team, willing to support the administrative needs of various ministries, and thrive in helping and serving others.
- Organized Planner. You are exceptionally skilled at juggling multiple tasks, allocating and optimizing resources, and managing timelines. You manage tasks from start to finish and keep everyone appropriately informed.
- Problem solver. You like to solve a variety of problems – no task is too big or too small. You think ahead, consider all the variables, and anticipate challenges.
- Adaptable. Things move and change constantly. You have the ability to be fluid and flexible, able to pivot and respond well under pressure.
- Detail-oriented. You are meticulously attentive to details and accurately keep track of all the moving parts.
- Autonomous. Although we stay in close communication with each other, we don't micromanage. We trust you to do your job well without much supervision and know when to seek guidance. You are comfortable taking the initiative.

## ADDITIONAL REQUIREMENTS

- 2+ years in office administration preferred.
- Must possess a vibrant and growing faith in Jesus Christ and committed to becoming a member of Quest upon hire.
- Experience in MailChimp, social media management, WordPress, Zoom, and a ChMS system is a plus

## HOURS, COMPENSATION, AND BENEFITS

**Hours:** 32 hours, Full-Time, Non-Exempt

**Hourly Compensation:** \$25

**Benefits:** PTO and Paid Leave, Medical, Dental, Vision, Life Insurance, Health Savings.

## ACCOUNTABILITY & COMMUNICATION

The Office Administrator acts as the team's "hub" in many ways serving as a touch point to several ministry areas and staff members. Will report directly to the Executive Pastor.

## APPLICATION INFORMATION

Position open until filled. Please email a cover letter, resume, and at least three references to [hr@seattlequest.org](mailto:hr@seattlequest.org).