

QUEST CHURCH

JOB DESCRIPTION || RESOURCE 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 Resource Administrator at Quest Church plays an essential role in caring for and managing the church's resources, systems, and community. This position is designed to thoughtfully support how we use our resources—across communication, facilities, and people—so that Quest Church continues to be a place where everyone feels they belong. The Resource Administrator serves as a key connector between the congregation and church leadership, nurturing a relationship that reflects our commitment to reconciliation—a journey that honors the dignity and worth of every person.

This role emphasizes thoughtfulness, consistency, and a focus on people, ensuring that Quest's resources are used in ways that align with our values. This position is about creating and maintaining systems that put the well-being of our community at the forefront.

CORE RESPONSIBILITIES

Communication Systems

- Manage emails, phone calls, mail, and all church management system communication with care and promptness to keep communication open between the congregation and staff.
- Regularly update the church calendar to reflect the needs and plans of both leadership and lay leaders, making sure everyone stays connected and informed.
- Share stories that reflect our values and mission, helping to weave the narrative of our church community.
- Create and send out weekly church-wide communication, offering a consistent and welcoming point of contact for everyone to stay informed about what's happening.
- Take care of documentation and record-keeping, ensuring our online storage systems are clear, organized, and easy to navigate.

Facilities Systems

- Maintain an inventory system that meets the specific needs of different ministry areas while ensuring supplies are used ethically and responsibly across the church.
- Check and stock supplies regularly throughout the church, paying attention to each space's needs and ensuring resources are available where they're needed.
- Review supply usage monthly and plan for quarterly purchasing that aligns with our values and commitment to care.

People Systems

- Offer thoughtful and responsive support to Quest's community by maintaining membership processes that align with the church's values and mission.
- Act as the central connector for people at Quest, maintaining systems that help individuals find answers, join groups or gatherings, and engage with the community.
- Focus on the needs of people in both existing and developing systems, reflecting our dedication to serving and supporting our entire community.
- Support the weekly offering by assisting in managing the count, ensuring accuracy and transparency in the process.

REQUIREMENTS

- Organizational Skills: Ability to prioritize tasks and keep things organized. We're looking for someone who enjoys creating order and clarity.
- Communication: Comfort in both speaking and writing, with a focus on clear and consistent messaging that resonates with others.
- People-First Approach: A heart for people and a commitment to making sure their needs are met through systems and processes.
- Communal Thinking: The ability to see how resources can best support our mission and values, making thoughtful decisions that benefit the whole community.
- Comfort with Technology: Familiarity with tools like Google Workspace, Microsoft Office, and content management systems, along with a willingness to get curious about how technology can be used as a resource tool for support and continued community development.
- Ethical Awareness: A thoughtful approach to how decisions impact our community and the wider world, with a focus on just and ethical practices for all people.

PERSONAL ATTRIBUTES

- Aligned with Quest's Mission: A genuine connection to the mission and values of Quest Church, with a desire to be part of a community focused on justice, reconciliation, and belonging.
- Detail-Oriented: An eye for detail and a commitment to keeping things accurate and thorough.
- Proactive and Creative: A readiness to anticipate needs and find creative ways to address them, with a "can-do" attitude.
- Flexible and Open: An ability to adapt to changing circumstances and find new ways to support the community as needs evolve.
- Team Player: A collaborative spirit, eager to work alongside others in a supportive and mutual way.
- Trustworthy: Ability to handle sensitive information with care, respecting the confidentiality and trust placed in this role.

ADDITIONAL REQUIREMENTS

- 2+ years in operations, resource management, or administration preferred.
- Have a vibrant and growing faith in Jesus Christ and commit to becoming a member upon hire.
- Experience in MailChimp, social media management, WordPress, Zoom, and a church management system (ChMS) is a plus.

HOURS, COMPENSATION, AND BENEFITS

Hours: 20 hours, Part-Time, Non-Exempt

Hourly Compensation: \$26/hr

Benefits: A generous PTO and Paid Leave allowance (Vacation, Sick, Holidays, and Super Soul Days); No health, dental, or vision benefits are included.

ACCOUNTABILITY & COMMUNICATION

The Resource Administrator provides essential support across various ministry areas and works closely with staff members to ensure that resources are managed effectively. This position reports directly to the Executive Pastor, focusing on the strategic use and stewardship of the church's resources.

APPLICATION INFORMATION

We're excited to hear from you! Please send your cover letter, resume, and at least three references to hr@seattlequest.org. This position will remain open until we find the right person to join our team.