



Office Administrator

Reports To: Office Manager

Classification: Full Time/Non-Exempt

Compensation: \$23-\$29 per hour

Weekly Schedule: M-F 8:00 a.m. – 5:00 p.m.

First Baptist Lodi Mission

To Make (*Evangelism*), Mature (*Discipleship*), and Mobilize (*Ministry*) disciples of Jesus Christ who loves the Lord above all else (*Worship*) and share His reality with the world around us (*Mission*).

Position Summary

The Office Administrator is a full-time, non-exempt position reporting directly to the Office Manager. This role provides comprehensive administrative support to ensure the smooth operation of the Church office. The Office Administrator oversees daily administrative tasks, coordinates office operations, manages records, and supports ministry leaders and staff in fulfilling the mission of the church. This position requires discretion, organizational excellence, and the ability to manage multiple priorities in a dynamic environment.

Key Responsibilities

- Serve as the primary point of contact for office operations, ensuring a welcoming & professional environment.
- Oversee office communications including phone, email, and mail distribution.
- Maintain and update church records, attendance databases, etc.
- Coordinate scheduling of church facilities, calendars, and event logistics.
- Obtain insurance certificates for outside events held at FBC as well as FBC events at other locations.
- Supervise/support part-time admin. staff and volunteers as directed by the Office Manager.
- Ensure compliance with church policies, employment law, and confidentiality standards.
- Assist with prep. of reports, correspondence, etc. for leadership, and ministry teams.
- Support/assist with printing/publication needs of ministry staff.
- Manage office supplies, equipment, and vendor relationships to ensure efficient operations.
- Provide admin. support for payroll processing, and HR documentation as needed.
- Assist with budget tracking, invoice processing, and expense reporting.
- Support ministry leaders with scheduling, travel coordination, and administrative tasks.

- Serve as a liaison between church staff, congregation, and outside organizations as needed.
- Participate in planning and execution of church-wide events, meetings, and special projects.
- Work with the “Ambiance” and Facilities Team to ensure the welcoming appearance of the church office.
- Assist staff, Ministry Directors, and Pastors with the advertisement, recruitment, and hiring process for all open or newly created positions.
- Assist the Office Manager in the onboarding process for all new hires and rehires.
- Assist the Office Manager in ensuring compliance with all required employee paperwork including W-4s, I-9s, direct deposits, and any other state or federal paperwork.

Qualifications

- Associate’s degree in Business Administration, Office Management, or related field preferred; equivalent experience considered.
- 3+ years of administrative or office management experience, preferably in a church or nonprofit environment.
- Proficiency with Microsoft Office Suite, Adobe Illustrator and Photoshop, database systems, and office technology.
- Strong organizational, communication, and interpersonal skills.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Demonstrated ability to manage multiple priorities and deadlines effectively.
- Commitment to the mission, values, and vision of the church.
- Bilingual preferred
- Available to work days, nights, and weekends as required.
- Must be detailed oriented, self-motivator, and complete tasks in a timely manner.
- Assist with planning, implementing, executing other church-wide events as required.
- Promote a positive, Holy Spirit-led, Biblically based work environment.
- Exhibits servant leadership qualities and the humility to do any job regardless of size or importance.
- Exhibits Godly Wisdom & discernment and is actively growing and maturing in their Christian faith.
- Ascribes to the basic Christian doctrine (agrees on the majors) and adheres to the Statement of Faith of FBC Lodi
- All other duties, responsibilities, and tasks as required and needed during the course of ministry or the needs of the Pastors and Staff.

Job Related (Physical) Requirements:

- Physical Requirements: Ability to sit, stand, move, bend, squat, kneel, and twist on an intermittent or sometimes continuous basis.
- Ability to grasp, push, and or pull objects, reach overhead, operate a telephone, operate a computer, and lift up to 25 lbs.
- Ability to process written, visual, and/or verbal information.
- Ability to operate basic office equipment and tools.