



## **Job Title:** Church Administrative & Digital Outreach Assistant

**Location:** Jersey City, NJ

**Organization Type:** Non-Profit / Non-Denominational Church

**Reports To:** Business Administrator for specific tasks and Lead Pastors for other responsibilities

**Position Type:** Full-Time Hybrid (4 days in office, 1 day remote)

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### **Overview:**

As the Office Administrative Assistant at the Cityline Church, you will play a crucial role in supporting the church's day-to-day operations, handling administrative tasks, and assisting with event coordination and social media management. Your role will help ensure smooth office management, contribute to church communications, and aid in the execution of church events and digital outreach. You will also be responsible for financial tasks and assisting the pastoral team in their ministry functions.

### **Key Responsibilities:**

1. **Office Administration:**
    - Manage office supplies and ensure an organized, efficient workspace.
    - Serve as the first point of contact for church members and visitors, addressing inquiries.
    - Support the discipleship/membership program, including communication, scheduling, and certificate distribution.
  2. **Social Media & Communications:**
    - Assist in managing church social media accounts, posting content, responding to inquiries, and engaging with the online community.
    - Help create and distribute digital content, such as announcements, newsletters, and event promotions.
    - Upload TV announcements and manage digital platforms as needed.
  3. **Event Coordination Assistance:**
    - Support the Events Coordinator with materials preparation, logistics coordination, and smooth execution of events.
    - Help manage volunteer schedules and administrative tasks related to event operations.
  4. **Pastoral & Ministry Support:**
    - Assist the pastoral team with administrative tasks, enabling them to focus on ministry activities.
    - Support various church programs, discipleship, and leadership as needed.
    - Update weekly prayer requests and assist with worship team scheduling.
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#### 5. **Financial & Administrative Tasks:**

- Perform bookkeeping tasks such as counting offerings, depositing funds, processing donations, and generating financial reports.
- Balance church accounts and assist with budget tracking in Planning Center and QuickBooks.
- Maintain accurate records, including membership and financial data.

#### 6. **General Duties:**

- Handle general administrative tasks like answering phones, picking up mail, and assisting staff.
- Maintain member profiles in the church database, print materials, and manage child dedication certificates.
- Conduct bi-weekly purchasing of supplies for church brunch and other necessary materials.
- Coordinate food orders for various ministry events.
- Liaise with external vendors as required.

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#### **Qualifications:**

- Proven experience in office administration or a related field, preferably within a church or non-profit environment.
- Strong organizational skills and multitasking abilities.
- Excellent communication skills with a heart for service.
- Proficiency in Microsoft Office, Google Workspace, and familiarity with church management software (e.g., Planning Center).
- Experience managing social media accounts and digital communications.
- Ability to work collaboratively with staff, volunteers, and ministry leaders.
- Bilingual: Fluent in speaking, reading, and writing in Spanish.
- High school diploma required, bachelor's degree in business administration, communications, or a related field preferred.

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#### **What We Offer:**

- An opportunity to contribute to the church's spiritual and community impact.
- A supportive team environment and opportunities for professional and spiritual growth.
- Potential for career advancement in office management and communications.