
Administrator, Operations/Human Resources

Position Title: Administrator, Operations/Human Resources

Reports To: Senior Director, Operations

Hours: 24 Hours per week/Non-exempt

Position Summary:

Grace Fellowship Church (GFC), a growing non-denomination church, in Timonium MD, is looking for an Administrator for the Operations/Human Resources Department. The Administrator facilitates the efficient operation of the Department by performing a wide range of administrative and clerical tasks. This support role requires a strong grasp of administrative skills, including technological proficiency, written and verbal communication, organization, time management, and attention to detail.

Primary Position Responsibilities:

- Performs a wide range of administrative and office support activities for the Operations/HR department as requested (i.e., building use reservations, purchase orders, supplies/inventory processing invoices, scheduling meetings, etc.).
- Assists in the recruitment, onboarding, ...
- Maintains the department calendar, staff/volunteer directory, and participant distribution lists for Operations/HR.
- Assists in the preparation and maintenance of organizational and departmental reports (i.e., operating budgets, financial reports, documents).
- Assists with team ministry communication (i.e., social media, written/electronic communications such as newsletters, signage, etc.).
- Tracks expenditures for departmental events and programs.
- Reviews and processes staff purchases/expenses and financial reports using applicable software such as Bill.com and Tallie.
- Maintains data management systems (i.e., participant records, facility requests, etc.) including the ability to store and retrieve files.
- Maintains office supplies and coordinates maintenance of office equipment.
- Assists in building and leading teams of volunteers.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the office.

Minimum Qualifications/Expectations:

Knowledge, Skills, and Abilities

- Vibrant follower of Jesus with strong character.
- Commitment and support of Grace Fellowship's purpose, vision, and mission.
- Possess cultural awareness and sensitivity.
- Live the staff values of GFC.

- Active and engaged member of GFC preferred.
- Proficient Microsoft Office skills required.
- Strong multi-tasking and follow-up skills with ability to manage and meet deadlines.
- Demonstrated skills in compiling and processing expense/financial reports.
- Must be able to maintain confidentiality and discretion, be detail oriented, collaborative, and possess strong organizational and prioritization skills.
- Strong verbal and written communication skills including editorial and proofreading skills.
- Commitment to creating an inclusive, collaborative and collegial working environment.

Education/Experience

- High school diploma or equivalent and one to three years of related experience in an office environment.
- Excellent computer skills with proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, and Publisher.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Working Hours and Conditions:

Business Hours/Exceptions

This position is 24 hours per week.

There are currently two events per year, Christmas and Easter, where additional hours are required.

Working Environment

Most work is done on site. Due to the support nature of this position, a flexible schedule may be arranged with the Senior Director of Operations.

Physical Demands

This position requires prolonged periods of sitting at a desk and working on a computer. The ability to lift up to 15 pounds at times is expected.

Salary

Commensurate with experience and capability. To be discussed in the hiring process.

For more information about Grace Fellowship Church, please visit our website at gfc.org. To apply, applicants must submit a resume to HR@gfc.org along with completing the online [application](#).