



Central Union Church Job Description

Job Title: Office Administrator

Department: Central Union Windward

Supervisor: Associate Minister

FLSA-Status: Non Exempt, Casual

Location: Central Union Windward (38 Kāneʻohe Bay Drive, Kailua, HI 96734)

Summary

To serve Central Union Church Windward by performing administrative support, welcoming callers, visitors, and performing responsible, routine, and confidential functions. (Sample schedule: Tuesday, Thursday, Friday from 9am-2pm. 15-19 hours per week, hours are flexible.)

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Answers incoming telephone calls, determines purpose of callers, responds or forwards calls to appropriate individuals.
2. Responds to basic inquiries from callers or visitors regarding church/campus operations.
3. Schedules open/closed meeting spaces or groups.
4. Collects fees, donations, and issues receipts as needed.
5. Handles postage and outgoing mail including periodic mass mailing.
6. Prepare the bulletin for Sunday service.
7. Assure the sanctuary is ready for Sunday service.
8. Other duties assigned by Central Union Church.

Core Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Communications – Expresses ideas and needs effectively, whether verbally or in written form; exhibits good listening and comprehension; keeps others informed; selects and uses appropriate communication methods.

Reliability – Shows up when expected. Demonstrates consistency in work performance.

Teamwork – Must be able to work in a team setting, maintain open communications with colleagues, and take directions. Must be willing to work and train with volunteers.

Flexibility – Ability to think quickly, react appropriately, troubleshoot in high-stress situations. Ability and willingness to adjust.

Professionalism – Be on time when it counts. Keep a good attitude. Show strong ethics.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must successfully pass a post-offer background screening.

Education and/or Experience

- High School diploma or general education degree (GED)
- Office/clerical training or experience
- Bookkeeping or computer entry experience

Work Environment and Physical Demands

While performing their essential functions, employees are occasionally exposed to following conditions:

- Air-conditioned office environment
- Indoors without air conditioning
- Outdoors-all types of weather

Acknowledgements

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor. Depending on the applicant's skills, interest, and availability, the church is willing to adjust the scope of the position which would be agreed upon before hire