

Job Title: Community Life Coordinator

Overview:

River Rock Church is seeking a highly organized and self-motivated individual to join our team as a Church Office Administrator. The ideal candidate will have a vibrant relationship with Jesus, be responsible for managing and maintaining the day-to-day operations of the church office, including coordinating Sunday morning operations, website management, and general administrative duties.

Responsibilities:

- Coordinate the setup and cleanup of the church facility for events and services.
- Maintain and update the church website with current information, events, and resources.
- Respond to email and phone inquiries in a timely and professional manner.
- Manage and maintain church databases, including membership and attendance records.
- Create and distribute weekly publications and other church materials.
- Ensure that the church office is adequately supplied with necessary materials and equipment.
- Provide administrative support to church staff, as needed.
- Other duties as assigned by the church leadership.

Requirements:

- High school diploma or equivalent; associate or bachelor's degree preferred.
- Previous experience in an administrative role; experience in a church or nonprofit organization is a plus.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office and Google Suite.
- Familiarity with website management tools and content management systems (CMS).
- Excellent communication skills, both written and verbal.
- Ability to work independently and manage multiple tasks and priorities.
- A commitment to the mission and values of River Rock Church.
- Active engagement in the body of River Rock Church

This is a part-time position not to exceed 25 hours. If you are passionate about serving others and have the skills and experience we are looking for, please submit your resume and cover letter for consideration.