



12212 North Rooth Rd. Edinburg, TX 78541
 www.riveroflifergv.org
 956-381-1622

POSITION POSTING

Position/Title: Church Office Coordinator		Department: Human Resources	
Pay Scale: TBA on offer		Location: Church Facility/Off-Facility at times.	
Reports To: Senior Pastor, Pastoral Staff & Church Administrator		Exempt: <input type="checkbox"/>	Full-Time: <input type="checkbox"/>
		Non-Exempt: <input checked="" type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/>
<p>Position Summary: The church office coordinator is the hub of communication and requires efficient clerical office management and improvements in day-to-day operations. This position organizes the activities and functions of the church office, coordinates the flow of information to the senior pastor and/or pastoral staff, and provides clerical support services for the senior pastor and/or pastoral staff when needed.</p>			
ESSENTIAL JOB FUNCTIONS:		<i>More detailed Job Description will be provided on hire.</i>	
1.	Organize and manage the day-to-day activities of the church office and ensure the efficiency of the office's operations.		
2.	Maintain general church calendar.		
3.	Schedule and arrange appointments, meetings, conferences, and/or workshops.		
4.	Coordinate with facility manager about church property use.		
5.	Provides clerical support service to the pastoral staff and department heads		
MINIMUM REQUIREMENTS:			
EDUCATION	High school level.		
	Good verbal and written communication skills.		
EXPERIENCE	Previous experience preferred.		
	Attention to detail and follow-through on assignments and deadlines.		
SKILLS & KNOWLEDGE	Demonstrate proficiency in computer skills including Word, PowerPoint and Excel, and adaptability to River of Life Fellowship's church management software.		
	Commitment to good interpersonal relationship, teamwork and support of church ministries, and a pleasant personality		
Position Posting Date: March 01, 2020		Posting Closing Date: Until filled	