

POSITION DESCRIPTION: FRONT OFFICE COORDINATOR



General Description

The Office Coordinator has the responsibility of effective management of the front office, serving as the Face of Good Shepherd Church, and maintaining a cohesive team that models a culture of service and inspires lay leadership.

General responsibilities include:

- Database management
- Development of systems for office efficiency
- Volunteer coordination
- Oversight of weekly printing (bulletins, supporting documents for Sundays)
- Fielding calls as needed
- Maintaining the main calendar
- Bulk mailing scheduling and prep
- Controlling office supply inventory
- Attending Staff Meetings
- Assisting ministry leaders as needed
- Supporting the Rector and Associates as needed
- Addressing parishioner queries
- Maintaining Safe Church certification roster
- Administer procedures for outside group use of facilities

Minimum Job Qualifications:

- Microsoft Office Suite (Word, Excel, Publisher)
- Ability to organize and prioritize work with deadlines
- Computer proficient
- Excellent communication skills, written and verbal
- Personable, friendly, helpful demeanor; sense of humor
- Ability to maintain strict confidentiality
- Good follow-through
- Customer-service oriented; church experience a plus
- Flexibility, ability to pivot when needs change
- Self-starter
- Excellent attention to detail

Non-exempt employee work hours will be approximately 26 hours per week Monday through Friday. For consideration, please apply with resume and cover letter to Merike Seely at mseely@goodsheponline.org or mail to Good Shepherd Church, 400 Seabrook Road, Tequesta, FL 33469 attention Merike Seely.