

Duncan Pentecostal Church

Office Administrator Job Description

Position Type	Part-time Sunday and Monday	Hours	20-30/week
Schedule	mornings, plus 1-3 weekdays	Reports To	Lead Pastor / Church Leadership

Position Summary

The Office Administrator provides administrative, organizational, communication, and ministry support to help ensure the smooth day-to-day operation of Duncan Pentecostal Church. This role serves as a welcoming and professional point of contact for the church family, visitors, volunteers, ministry leaders, and community partners.

The successful candidate will be organized, dependable, technologically capable, and able to manage a wide range of administrative priorities in a ministry environment. The role requires both practical administrative strength and a heart to support the Lead Pastor, church leadership, ministries, staff, and volunteers in advancing the mission of the church.

Primary Responsibilities

Office Administration and Operations

- Manage daily office operations, including phone calls, emails, correspondence, mail, filing, records, supplies, and in-person inquiries.
- Maintain organized office systems, calendars, documents, contact lists, ministry records, communication lists, and digital files.
- Prepare, edit, format, and distribute documents, forms, reports, schedules, announcements, meeting materials, and other church resources.
- Provide direct administrative support to the Lead Pastor, including scheduling support, preparation of documents and meeting materials, follow-up on action items, coordination of information, and assistance with priorities that support pastoral leadership.
- Handle confidential, pastoral, personal, and ministry-related information with discretion and good judgment.

Sunday Morning and Ministry Support

- Complete assigned Sunday morning preparation tasks and assist with service readiness, communication, materials, technology, and general setup needs.
- Provide support to ministry teams as needed, helping identify and fill gaps so Sunday services and ministries run smoothly.
- Coordinate and support ProPresenter and livestream volunteers, ensuring they understand their roles and are set up to succeed.
- Assist with building closing procedures on a rotating basis with other staff.

Communications and Digital Administration

- Create, edit, and distribute church communications, including weekly announcements and What's Happening email content.
- Maintain communication lists, email subscriptions, website updates, social media content, and basic visual or graphic materials.
- Help manage Microsoft 365 administration, including SharePoint, users, licenses, programs, email accounts, and shared digital files.
- Become proficient with ProPresenter and support Sunday livestream and media needs.
- Ensure church information is accurate, current, clear, and presented in a professional and welcoming manner.

Volunteer, Ministry, and Leadership Administration

- Assist with volunteer scheduling, reminders, role clarity, communication, and follow-up.
- Support ministry leaders with forms, schedules, reports, records, event preparation, and administrative coordination.
- Help ensure DPC policies and procedures are understood and followed within ministry areas.
- Request, collect, organize, and compile ministry reports for board meetings.
- Attend Monday staff meetings and one Monday prayer session; support Lead Pastor and staff action-item tracking, follow-up, and coordination as needed.

Qualifications and Experience

- Administrative, office, non-profit, church, ministry, customer service, communications, or coordination experience preferred.
- Strong proficiency with Microsoft Office, including Word, Excel, Outlook, and Microsoft 365 tools; SharePoint experience is an asset.
- Comfort using and learning digital platforms such as websites, social media, email systems, presentation tools, and livestream/media software.
- Experience with volunteer coordination, scheduling, event support, ministry administration, or board/meeting support is an asset.
- Strong written and verbal communication skills, including the ability to prepare clear, accurate, professional materials.
- Ability to manage multiple priorities, work independently, follow through on details, and support others with patience and professionalism.
- Alignment with the mission, values, and ministry of Duncan Pentecostal Church.

Skills, Strengths, and Personal Attributes

- Highly organized, detail-oriented, dependable, and able to create systems that keep work moving smoothly.
- Warm, welcoming, relational, and professional with church members, visitors, volunteers, staff, and community contacts.
- Flexible, calm under pressure, and able to respond well to interruptions, changing priorities, and Sunday morning needs.
- Technologically confident, willing to learn, and able to support others in using church systems and tools effectively.
- Servant-hearted, discreet, trustworthy, self-motivated, and committed to supporting both people-focused ministry and administrative excellence.

Applications

All inquiries and applications may be sent to office@duncanchurch.com.