



Northbrae Community Church

941 The Alameda, Berkeley, CA 94707
(510) 526-3805; Northbrae3@gmail.com

September 2021

Dear Applicant,

Thank you for your interest in the Church Administrator position at Northbrae Community Church. Our application packet consists of the following:

- Job Description
- Employment Application

If you need any further information, please contact John Oldham, Church Council president and search committee chair, by email at northbrae3@gmail.com

To be considered for this position, please submit the completed application. Your application can be sent electronically to northbrae3@gmail.com with your name and "Church Administrator" in the subject line. Or mail to:

Search Committee
Northbrae Community Church
941 The Alameda
Berkeley, CA 94707

This position is open until filled.

We look forward to receiving your application. We welcome applicants from diverse backgrounds and orientations.

Sincerely,
John Oldham
Church Council President

NORTHBRAE COMMUNITY CHURCH
Church Administrator - 30 hours
Detailed Job Announcement

Northbrae is a progressive non-denominational church and community center in North Berkeley at the top of Solano Avenue. Having held an interfaith perspective since its founding in the early 20th century, it welcomes persons of all spiritual and religious persuasions.

Position Summary

The Administrator collaborates with the minister, church staff and volunteers by providing administrative support and offering creative initiatives; supports the congregation; serves as primary liaison to the church's vibrant tenant community; oversees facilities including rentals, maintenance, and repairs; supervises the custodian and other staff; supports the church's online presence. Through in-person and skilled social media outreach and publicity, the administrator connects community groups to the church. A strong candidate will be one who embraces the church's evolving visionary interfaith presence in the East Bay.

Supervisor:

Supervised by the minister.

Hours:

Thirty hours a week on a non-traditional schedule. Typically, 5 hours a day in the office and an added 5 hours a week for meetings and facility emergencies.

Total Compensation:

\$50,000 to \$60,000 a year based on experience.

Job Description:

Personnel

- ❖ Supervises the part-time office staff, facilities staff, and volunteers. Provides payroll, performance reviews, helps with hiring staff, and all other human resource functions.

Facilities:

- ❖ Supervises maintenance of buildings and grounds.
- ❖ Oversees the use, safety, security, maintenance, and cleanliness of church facilities during day-to-day as well as special events.
- ❖ Monitors kitchen, custodial, and building supplies.

Administration & Communication:

- ❖ Supervises office, including opening and closing buildings, alarm system, daily operations, correspondence, insurance, records, office equipment, and supplies,
- ❖ Maintains filing and retrieval system (print & online) for meeting minutes, reports, and records.

- ❖ Compiles, prepares, publish/distributes in print and online all church publications and reports, including church bulletin, newsletter, monthly reports to church council, and annual report. Creates and provides extensive online correspondence.
- ❖ Oversees church external communications: coordinates newspaper ads and press releases, works to expand the church's online presence through social media, website, prepares regular and bulk mailings, and administers the upkeep of all bulletin boards and information tables.
- ❖ Maintains and coordinates events on Google Calendar, including both rentals and all other church and community related events.
- ❖ Collaborates with the church bookkeeper, treasurer, and volunteer staff in overseeing and keeping careful financial management of the church. Receives and disburses payments and makes bank deposits.

Hospitality:

- ❖ Greets and meets visitors, inquirers about facility usage, contractors, people in need
- ❖ Functions as primary staff liaison with long-term tenants.
- ❖ Supervises church rentals, including long term rentals of offices; ongoing community rentals and one-time rentals such as weddings, memorials, and special events.

Qualifications:

- ❖ As the first point of contact with the community, has a friendly and engaging personality with excellent communication skills.
- ❖ Able to work collaboratively and keep respectful working relationships with the minister, congregation, tenants, and the public.
- ❖ Able to keep confidentiality in all matters.
- ❖ Strong organizational skills including ability to quickly learn the office functions. Highly desirable: 3-5 years in an office setting with the public.
- ❖ Skilled with written/oral communication and comfortable presenting information to the Council and congregation.
- ❖ Social media skills a must. Skilled in Microsoft Excel/Word/Publisher, basic desktop publishing software, database entry and maintenance, Google Calendar, Constant Contact, Facebook, Instagram, YouTube, Zoom, website management, and online church directory. Experience with QuickBooks is an asset.
- ❖ Ability to assess facilities' needs and oversee maintenance and repairs by directing contractors and repair people.
- ❖ Ability to lift 25 pounds and climb stairs.
- ❖ Bachelor's degree desirable.

NORTHBRAE COMMUNITY CHURCH

941 The Alameda, Berkeley, CA 94707

(510) 526-3805; FAX (510) 526-3923

Email, northbrae3@gmail.com

Website, <http://www.northbrae.org>

Church Administrator Position

Name: _____

(Last) (First) (Middle) (Maiden)

Preferred Pronoun _____

Address: _____ City: _____ State: _____

Phone: _____ Cell: _____

E-Mail: _____

EDUCATION

College

Name of School: _____ Dates Attended: _____

Degree: _____ Major: _____

High School

Name of School: _____ Dates Attended: _____

Are you presently attending school? Yes No

If yes, name of school and address: _____

Continuing Education (classes, workshops, programs, etc.): _____

ADMINISTRATOR/SECRETARIAL EXPERIENCE

1. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

2. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

3. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

If you wish to share additional experience, please attach your resume.

PERSONAL – CIVIC ACTIVITIES

Civic/Community Activities: _____

What social media platforms do you use? _____

Hobbies and/or Other Special Interests and Abilities: _____

Other Activities: _____

In support of your application, please explain why you consider yourself suited to this position outlining what you would contribute to the post if appointed, by reference to the job description and/or personal skills, qualifications, abilities, and experiences (You may continue on separate sheets)

REFERENCES

1) Name: _____

Address: _____

Phone: _____ Email: _____

Years Known: _____

2) Name: _____

Address: _____ Email: _____

Phone: _____

Years Known: _____

3) Name: _____

Address: _____

Phone: _____ Email: _____

Years Known: _____

Have you been convicted of a felony or misdemeanor? Yes No

If yes, please explain on a separate sheet the date and nature of each offense. A conviction does not necessarily exclude you from employment.

Have you ever been denied the opportunity to work with children? Yes No

If hired, can you present proof of your legal right to live and work in this country? Yes No

Are you employed now? Yes No If yes, when would you be available? _____

May we talk to your current employer? Yes No

Have you ever been discharged or asked to resign? Yes No If yes, explain on a separate sheet.

To the best of my knowledge, the facts in this application are true and complete. If hired, untrue statements in this application may be grounds for dismissal.

I authorize the investigation of all statements in this application. The church may contact all references, employers, public agencies, and educational institutions to verify the accuracy of all information provided by me in this application, my resume, or job interviews. As allowed by law, references may give information concerning my previous employment and any pertinent information. I release all parties from all liability for any damage that may result from furnishing this information to you. A background check will also be conducted.

I understand that the church does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting an applicant as prohibited by applicable law.

I certify that I understand and accept the terms in this application.

Signature: _____ Date: _____