

NORTHBRAE COMMUNITY CHURCH
Church Administrator/Facility Manager - 30 hours
Detailed Job Announcement

Northbrae is a progressive non-denominational church and community center hub 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/Facility Manager 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/Facility Manager 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, negotiable

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.

Rental Business & Hospitality

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

Facilities

- ❖ Supervises maintenance of buildings and grounds. This includes the facility's heating, electrical, fire, public address, kitchen and sprinkler systems.
- ❖ 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 on-line all church publications and reports, including weekly church bulletin, monthly reports to church council, bi-monthly newsletter, and annual report. Creates and provides extensive online correspondence.
- ❖ Oversees church external communications: coordinates classified advertising 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 for financial management of the church. Receives and records payments and makes bank deposits.

Qualifications:

- ❖ Able to work collaboratively and keep respectful working relationships with the minister, congregation, tenants, and the public.
- ❖ Able to keep confidentiality in all matters.
- ❖ As the first point of contact with the community, has a friendly and engaging personality with excellent communication skills.
- ❖ 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.

To Apply:

Email your resume to northbraecareers@gmail.com Attn: John Oldham

Subject Line: NCC Church Administrator/ Facility Manager Position

Find out more at www.northbrae.org and this full job description under 'Contact Us' tab.

Updated 3/1/23 4pm