

New Hope Christian Church Woodlands

Job Opportunity

Position: Facility & Office Administrator

Post Date: November 1, 2024

New Hope Christian Church Woodlands (NHCCW, <https://nhcclife.org/english/>) is located in the greater Houston area. It is a fast-growing, evangelical, Bible-believing church. Every Sunday morning, we hold Chinese and English services at 7575 Alden Bridge Dr., The Woodlands, TX 77382. Our Sunday attendance is on average 280 people, which includes a Chinese congregation (~160 adults), an English Congregation (~80 adults with youth), and ~40 children.

This full-time position includes a competitive benefits package (health, dental, and term life insurance as well as a 403B retirement package). To apply for this position, please email your resume, reference and application form to Elder Lifeng Wu (lifeng@nhcclife.org), with subject line RE: New Hope Christian Church Woodlands – Administrator.

Qualifications:

1. Must be a born-again Christian.
2. College degree or training in a technical field.
3. 5+ years facilities management and experience working at a church preferred.
4. Bilingual English and Chinese, must be fluent in English (verbal and written).
5. Able to combine strong analytical and project management skills with Biblical values.
6. A willingness to grow and adapt to the inevitable changes found in a growing local church.
7. Familiar with Microsoft Office.

Job Description:

General Responsibilities:

- ❖ Provide administrative support and management of the day-to-day operations of the church.
- ❖ Ensure the efficient functioning of the church office and support various ministry teams.

1. Administrative Duties:

- 1.1. Maintain the facilities of the church, including building, grounds, equipment, furniture, and fixtures.
- 1.2. Oversee the church office, including managing office supplies, and equipment, and maintaining an organized workspace.
- 1.3. Manage church communications, including emails, phone calls, and written correspondence.
- 1.4. Maintain and update church records, membership databases, church website and TouchPoint app.
- 1.5. Ensure facilities are ready to support all areas of ministry, administration and outside use.
- 1.6. Maintain a safe and secure environment, and ensure facilities are used appropriately and according to established policies.
- 1.7. Oversee any facility-related duties and projects.
- 1.8. Coordinate the operations of the church office and the assignments of the church facility for meetings and activities.
- 1.9. Oversees the church documents, and required federal, state and conference forms.

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- 1.10. Prepare and distribute church bulletins, newsletters, and other communication materials.
- 1.11. Facilitate payment processing and provide IT support for the smooth functioning of administrative operations.

2. Financial Management:

- 2.1. Collaborate with the pastors, deacon of the General Affairs and the financial team to assess the church's project needs and priorities as well as contribute to the formation of the general affairs budget.
- 2.2. Adhere to established church guidelines and policies when procuring services or products, working closely with the pastors, deacon of the General Affairs and financial team.
- 2.3. Supervise processes like bidding for projects, ensuring fair and transparent vendor or contractor selection, with input from the deacon of the General Affairs.
- 2.4. Maintain effective communication with the pastors, deacon of the General Affairs and financial team to provide regular updates on project statuses and financial implications.
- 2.5. Review project proposals in alignment with the church's mission and financial considerations, seeking approval from the deacon of the General Affairs as necessary.
- 2.6. Facilitate contract negotiations and ensure agreements with vendors and contractors align with the church's values and budgetary constraints, with input from the deacon of the General Affairs.
- 2.7. Collaborate with the deacon of General Affairs and the financial team in the development and management of the church budget.
- 2.8. Ensure accurate and timely financial record-keeping, including offerings and expenses.
- 2.9. Maintain an updated record for assets, office supplies and building general supplies.

3. Facility Management:

- 3.1. Collaborate with the pastors, deacon of General Affairs and the financial team to assess the church's facility needs and plan for necessary projects.
- 3.2. Adhere to established church guidelines and policies, working closely with the deacon and financial team, in the procurement and execution of facility-related projects.
- 3.3. Oversee the planning and coordination of facility-related events, both off-site and on-site, ensuring they align with the church's mission and values, with input from the deacon of General Affairs.
- 3.4. Work closely with vendors and contractors to address facility maintenance, repairs, and improvements, following approved guidelines and involving the financial team when necessary.
- 3.5. Collaborate with the deacon of General Affairs to ensure efficient and safe execution of facility-related projects, meeting quality standards set by the church and local authorities.
- 3.6. Maintain accurate records related to facility projects, including financial documentation and project timelines, in collaboration with the deacon of General Affairs and the financial team.
- 3.7. Oversee the maintenance and cleanliness of church facilities.

4. Volunteer Coordination:

- 4.1. Recruit, train, and manage volunteers for various administrative tasks.
- 4.2. Oversee and support administrative volunteers in their roles.
- 4.3. To provide spiritual leadership for the volunteers.

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5. Communication and Collaboration:

- 5.1. Maintain open and effective communication with church members, ministry leaders, and the broader community.
- 5.2. Collaborate with the pastor, deacon of General Affairs and ministry leaders to ensure the smooth execution of church activities and events.

6. Training and Development:

- 6.1. Identify key areas for improvement and growth, considering the evolving nature of administrative responsibilities within the church context especially in the areas of security and safety of the church.
- 6.2. Explore external training programs, certifications, or courses that can enhance the Administrator's skills in areas such as office management, financial record-keeping, and facilities maintenance.

7. Networking Opportunities:

- 7.1. Facilitate networking opportunities within the church community and beyond, fostering connections that contribute to the Administrator's professional growth.
- 7.2. Encourage participation in professional associations related to church administration for networking and knowledge-sharing.

8. Additional Responsibilities:

- 8.1. This job description is not exhaustive, and the Administrator may be required to undertake additional duties as directed by the church leadership and the Council.

Expectations of Work:

- ❖ Office Management: Daily
- ❖ Church Bulletin Preparation: Weekly
- ❖ Staff Meeting: Every Wednesday
- ❖ Offering Report: Twice a month
- ❖ Communications: Ongoing
- ❖ Facility Management: Ongoing
- ❖ Volunteer Coordination: As needed
- ❖ Event Planning: Periodically