



**Church:** Vox Veniae (Austin, TX)

**Position:** Church Administrator

**Category:** Part-time position 20 hours or less (TBD). Pay based on experience.

**Supervisor:** Weylin Lee

### **Position Description:**

Vox Veniae is currently looking for a part-time administrator to support the staff through the management of communications, administrative duties, and current building facilities.

### **General Responsibilities:**

#### Communications

- Manage email and online communications with the Vox community through weekly email newsletter (MailChimp) website posts (Wordpress), and social media.
- Support staff members through email and communication with ministry teams and volunteers (e.g. midweek groups, liturgy volunteers).
- Provide assistance with compiling names and contacting individuals who sign up to be involved in serving opportunities or community events.

#### Administrative

- Maintain and update member database for communication and recruitment.
- Maintain and update rosters of ministry teams and community groups (e.g. midweek groups, Greenhouse, liturgy volunteers).
- Maintain and update online events calendar.
- Support the Stewardship Team in administrative tasks (e.g. retrieval of bills/checks from the PO Box, facilitation of expense reimbursements).
- Other administrative duties as assigned.

#### Building Facilities

- Maintain and procure building supplies (e.g. printing, bathroom, kitchen, cleaning supplies).
- Manage event inquiries and rentals.

### **Qualifications:**

- Must be a believer and follower of Jesus, and demonstrate integrity, grace, and commitment to the Vox community.
- Must have an understanding of the core ethos and values of Vox.
- Strong interpersonal, communication, management, organizational, and problem-solving skills required.
- Must be a self-starter who takes initiative.
- Social media experience with Facebook, Twitter, Instagram, etc. required.
- Technical web experience a plus (e.g. MailChimp, Wordpress, Salesforce, etc).
- Previous experience in an administrator type role a plus.

**To apply, please submit a letter of interest, resume, and 3 references to [applications@voxveniae.com](mailto:applications@voxveniae.com).**