

ADMINISTRATIVE COORDINATOR

Keawalai Congregational Church, located in Mākena Maui, is seeking a full-time, permanent Administrative Coordinator, to begin December 4, 2018.

Hours and Days: 40 hours per week, Tuesday through Saturday.

Location: Keawala`i Church, 5300 Mākena Road, Mākena Maui, HI 96753.

Salary and Benefits: Starting salary, \$40,000.00; benefits include healthcare insurance, paid vacation and paid sick leave.¹

Summary of Duties and Responsibilities:

Oversee and direct the daily operation of the church office; bookkeeping² and database management; coordinate with the pastor in producing the weekly worship bulletin and music sheets; coordinate with the pastor in publishing and mailing the bimonthly church newsletter; oversee and mail the annual Giving Statement; prepare and distribute the Church Annual Report, update the Membership Directory, and other documents as needed; support special events and special church worship services; support weddings, memorial services and funerals as needed; serve as social media administrator and webmaster of the church's website; and other duties as assigned by the pastor. Position reports to the pastor.

Summary of Qualifications:

Proficiency in the following software and operating systems: Windows; Mac OS; MS Word; MS Publisher; MS Access. Knowledge of internet browsers for Windows and Mac.

Proficiency in office technology, including, copier scanner (Xerox WorkCentre 7970).

Website Administration and maintenance; will require knowledge of HTML (web document) coding, and posting/uploading documents and images to an off-site Web server. Experience with photo editing is desired. Weekly podcasts and sermon posting requires knowledge of podcast recording/capture, podcast audio editing, and posting/uploading podcast to website.

Strong ability to follow oral and written instructions, be self-motivated, and work effectively under frequent interruptions and changing requirements is desired. The applicant must be a high school graduate or possess a General Education Degree (GED), have one or two years of office experience, and have an insured vehicle and valid Hawai'i drivers license. All work is done on the premises of the church, the grounds of which are non-alcoholic and non-smoking. Applicants must be willing to provide a current credit report and undergo a criminal history background check. The pastor's dog will be present in the office until his retirement date in February 2020.

¹ As described in the Keawala`i Church Personnel Handbook.

² The church's accounting is performed by an outside CPA firm.