

Executive Office Admin

Position Summary	The Executive Office Admin will work directly with executive staff while helping to keep the office clean, organized, stocked, and welcoming while also assisting office teammates, answering phone calls, and helping with administrative needs. This role helps ensure daily office details are handled with care so that executive staff and ministry can run smoothly.
Employment Type	Full-Time // Sunday-Thursday

KEY RESPONSIBILITIES

1. Office Organization & Stocking

- Maintain a clean, organized, and welcoming office environment
- Keep office supplies stocked and organized
- Monitor inventory and reorder supplies when needed
- Help maintain shared spaces, supply closets, storage areas, and meeting spaces
- Ensure the office is prepared and ready for teammates throughout the week

2. Phone & Office Communication

- Answer incoming phone calls in a friendly, professional, and helpful way
- Direct calls to the appropriate staff member or ministry area
- Take clear messages when staff members are unavailable
- Pass along messages in a timely manner
- Notify staff of urgent or time-sensitive needs

3. Office Teammate Oversight

- Welcome and guide office teammates who come in to serve
- Prepare tasks ahead of time so teammates know how to jump in and help
- Give clear instructions and answer questions as needed
- Keep track of what tasks have been completed and what still needs attention
- Create a positive and encouraging environment for teammates
- Communicate any needs, concerns, or follow-up items to leadership

4. Staff Care & Hospitality

- Coordinate office hospitality, staff lunches, and special care moments when needed
- Ensure meals, gifts, or blessings from church members are acknowledged
- Send thank-you cards when someone buys lunch, brings food, gives a gift, or blesses the staff
- Keep thank-you cards and postage stocked and ready

5. Administrative Support

- Assist with printing, copying, organizing, and filing
- Prepare materials for meetings, trainings, events, or staff needs
- Help with mail, packages, and deliveries
- Assist with simple data entry and organization projects
- Support communication between staff and office teammates
- Help keep recurring office tasks and deadlines on track

LEADERSHIP EXPECTATIONS

- Lead with intentionality, care, and attention to detail
- Represent JRNY Church with warmth and professionalism
- Follow through on tasks with excellence and care
- Notice needs and take initiative to help solve them
- Support the office in a way that helps the church move forward smoothly

CORE COMPETENCIES

- Highly organized and detail-oriented
- Clear and friendly communicator
- Strong follow-through and time management
- Able to manage multiple small tasks at once
- Comfortable answering phones and directing communication
- Able to lead and guide office teammates kindly
- Proactive, dependable, and flexible
- Alignment with JRNY Church's mission, vision, and values

SPIRITUAL EXPECTATIONS

- Demonstrates a growing, authentic relationship with Jesus
- Models spiritual maturity, humility, and integrity
- Values people and helps create an environment where others feel welcomed and cared for
- Supports the mission of helping people take next steps in their faith

SUCCESS MEASURES

- Office remains organized, stocked, and clean
- Phone calls and messages are handled clearly and promptly
- Office teammates are prepared, supported, and effectively utilized
- Staff and teammate care moments are followed up on with appropriate communication
- Administrative tasks are completed with accuracy and follow-through
- Executive staff feel supported and office needs are handled proactively

SALARY & BENEFITS

Salary will be discussed following the interview. All staff are paid weekly on Thursday for the previous week's efforts.

Full-Time staff receive:

- Health Insurance (if needed)
- Paid Vacation
- Paid Holiday Leave
- 401(k) retirement plan with employer match

If you believe you'd be a great fit, send your resume and a brief introduction to jobs@jrny.church.