

Position Title: Church Life Administrator

Reports to: Director of Operations

Position Focus: To communicate and support Christ Memorial staff, members, and visitors/guests.

Works cooperatively with: Facilities, Operations, and other staff

Primary Strengths Required: Providing hospitality and general administrative support to guests, members, and staff.

Responsibilities:

- Welcome and assist visitors and guests
- Assist members with various questions and tasks
- Answer and direct phone calls
- Schedule and facilitate communication for internal and external events
- Communicate and manage the Christ Memorial Church calendar
- Assist staff with various projects as needed
- Attend staff meetings and occasional training

Essential Skills and Training:

- Phone professionalism
- Excellent communication skills
- High emotional intelligence and the ability to maintain confidentiality
- Welcoming presence

Schedule:

Monday: 9am – 3pm

Tuesday: 9am – 3pm

Wednesday: 9am – 3pm

Thursday: 9am – 3pm

If interested in this position, please send your resume to: jobs@christmemorial.org

Resumes should be received by July 25, 2025