



POSITION DESCRIPTION

Position Title: Ripple Church Administrator

Reports To: Pastoral Leadership Team

Status: Part-Time (Approximately 8-10 Hours per week)

Note: While we realize this is initially a part time position, as our ministry, mission and capacity are growing, we are open to expanding this role.

Location: Hybrid (Onsite and remote, ~6 hours/wk needed onsite)

Compensation: \$20 – \$25/ Hour (Commensurate with experience)

Why This Role Matters

Our pastors need to focus on what they do best: loving people, building up leaders, and helping our community heal and grow. Right now, paperwork, building issues, and financial tracking are pulling them away from face-to-face ministry. The Church Administrator will step in to handle the behind-the-scenes details. By taking care of our data, building care, budgeting, and announcements, this role protects our pastors' time and energy so they can focus entirely on our neighbors.

Core Responsibilities

1. Financial Operations & Bookkeeping (35%)

- **Transaction Management:** Capture and properly classify all transactions for bank and credit card accounts.
- **Account Reconciliation:** Reconcile all bank accounts and credit cards monthly to ensure absolute accuracy.
- **Financial Reporting:** Create customized monthly, quarterly, and annual financial reports for the pastoral team.
- **Payables & Receivables:** Process incoming bills and handle accounts receivable/payable as necessary and appropriate.

- **Payroll Processing:** Run payroll efficiently using QuickBooks.
- **Banking Operations:** Prepare, complete, and execute bank deposits.
- **Cleanup Management:** Oversee occasional bookkeeping cleanups of prior months, including establishing proper beginning balances (billed as additional charges when necessary).
- **Future Readiness:** Maintain pristine financial records to ensure the organization is responsible and prepared for potential bank lines of credit.

2. Administrative & Donor Relations (25%)

- **Donor Data Management:** Maintain, organize, and update donor tracking databases and records.
- **Donor Appreciation:** Write and send meaningful thank-you notes to donors to cultivate community relationships.
- **Communication Support:** Manage incoming organizational emails (consulting the leadership team on specific questions) and coordinate the Ripple Newsletter.
- **Mail & Document Processing:** Process physical mail, including Memorandums of Understanding (MOUs) and other sensitive documents.
- **Receipt Tracking:** Scan all incoming receipts and forward them promptly to the designated financial officer.
- **Scheduling & Systems:** Schedule appointments, maintain a clean digital/physical filing system, and draft Standard Operating Procedures (SOPs) to streamline office workflows.

3. Facilities, Maintenance, & Operations (25%)

- **Building Maintenance Oversight:** Serve as the main point of contact for routine building upkeep, repairs, and scheduling outside contractors.
- **Facility Action Items:** Directly address or delegate specific facility repair needs (such as light fixtures, carpeting, and appliance upkeep) to designated team members or maintenance staff.
- **Space & Inventory Management:** Design, implement, and maintain inventory tracking systems and spreadsheets for all shared storage areas, supply closets, and classrooms.
- **Organizational Systems:** Establish clear organizational standards, zone divisions, and labeling protocols across building facilities to simplify routine operations and shutdown processes.
- **Spatial Audits:** Audit physical spaces regularly to ensure clean, organized, and efficient layouts for community programs and facility usage.
- **Calendar Coordination:** Monitor facility usage as it transitions into a multi-purpose community center, including managing the computer and job readiness tech lab calendar.

4. Community Metrics & Resource Connection (10%)

- **Impact Tracking:** Collect and log weekly metrics from outreach ministries (meals served, encampment supplies distributed, and lab attendance).
- **Resource Connection:** Help neighbors navigate community programs by providing resource connections for food, clothing, or partner organizations.
- **Announcement Management:** Track, organize, and schedule weekly church updates and worship slides so the community remains informed.

5. Meetings & Funding Exploration (5%)

- **Leadership Alignment:** Plan to attend scheduled Ripple Leaders and Pastors meetings to stay synchronized on goals.
- **Grant Collaboration:** Identify local grant opportunities and assist in writing proposals using outreach metrics and donor proof points.

Please note: This position description covers primary responsibilities but does not include other duties that may be required by supervisor from time to time.

Who We Are Looking For

- **A Heart for the Neighborhood:** You truly care about Ripple's vision and mission. You understand our "open-door, zero-barrier" approach, communicate with kindness, and love the Franklin Park community.
- **Proficient Bookkeeper:** You have hands-on experience running QuickBooks payroll, reconciling accounts, and managing accounts payable/receivable.
- **Organized & Execution-Oriented:** You see a disorganized layout or a logistical gap and naturally want to create an inventory sheet or delegate a fix. You love creating order out of chaos through SOPs and structural systems.
- **Strong Communication Skills:** You can seamlessly shift from writing a warm thank-you note to a donor, to managing a community newsletter, to coordinating with contractors.
- **Trustworthy & Autonomous:** You can work effectively on your own during remote hours, hit deadlines, handle sensitive donor information with confidentiality, and know when to loop in pastoral leadership.

All interested parties shall contact Ripple Church via email at ripplepastors@gmail.com or by phone at (484) 602-5038.

Ripple Church is located at 1421 Turner St, Allentown, PA 18012.

More information available at www.ripplechurch.org