



Shenendehowa UMC

Office Administrator Job Description

Position Description: The Office Administrator is the face of the church during the week. The office Administrator manages the office and implements communications, in coordination with pastors and staff. He or she is the positive, encouraging voice congregants hear when they call the church. This person is a main source of information for our congregation, both during the week and on Sundays. The person in this role proactively supports pastoral staff and ministry teams. This is a 35 hr/wk position.

Abilities:

- Reliable, team-oriented person with strong interpersonal skills and a positive attitude
- Self-starter, with discernment and prioritizing skills
- Commitment to maintaining confidentiality
- Skilled in organization, administration, and time management.
- Ability to work effectively with the staff, church leaders and volunteers
- Strong written and verbal communication skills
- Detail oriented
- Ability to multi-task and work independently under the direction of the Senior Pastor and Executive Director

Responsibilities:

- Initial point person for all members, staff and guests visiting, calling or e-mailing church
- Embrace our church's mission of "Connecting People to Christ and Community"
- Maintain membership data in church software program; run lists and reports
- Keep church records of births, deaths, baptisms, affirmations of faith, weddings, funerals, and burials
- Prepare Weekly Bulletin
- Prepare Monthly Newsletter
- Prepare Funeral and Wedding Bulletins
- Manage church calendar, process building use requests and event management
- Oversee office equipment maintenance and supply inventory/ordering
- Church and Community communication via coordination of multiple media sources
- Maintain physical and electronic files for all correspondence, documents, and forms
- Recruit and supervise volunteers for office, projects and events
- Serve on church Program Council, attend bi-monthly meetings, prepare and distribute meeting minutes
- Telephone and security system scheduling and management
- Assist with keeping the website updated
- Posts events and church activities and content online. This may include but is not limited to use of YouTube, Facebook, Instagram and Twitter
- Other duties as they arise

Qualifications:

- Minimum of high school graduate, associate's degree preferred
- 3+ Years administrative experience, 5+ years preferred
- Excellent command of language, grammar, spelling, and punctuation. Ability to communicate by e-mail, telephone, and in-person on behalf of the Church.
- Proficiency in Microsoft Word, Publisher, Power Point, Google applications, and confidence to learn additional platforms