

## **POSITION DESCRIPTION**

### **OFFICE ADMINISTRATOR TRI-LAKES UNITED METHODIST CHURCH (TLUMC)**

**POSITION:** Office Administrator

**SUPERVISOR:** Lead Pastor

**POSITION CATEGORY:** Hourly, without benefits

**PAY RATE:** \$21-\$24/hour (depending on experience)

**POSITION SUMMARY:** The Office Administrator manages all activities of the church office and performs duties related to the church's operation under the direct supervision of the Lead Pastor. The Office Administrator provides administrative and clerical support for the staff and leadership as required to conduct church business. The Office Administrator is responsible for providing communications services for the church.

#### **SHIFT EXPECTATIONS:**

- Office hours to include 9:00am to 3:30pm, Monday through Friday with a 30 min. unpaid lunch each day for a total of 30 hours/week
- Additional time for other church activities or special events may be required.
- Overtime must be approved ahead of time.

#### **QUALIFICATIONS:**

- Commitment to Christ and Church is essential; must be a professing Christian.
- Provide excellent customer service to congregation members, visitors, staff, vendors, etc.
- Confidentiality is required.
- Must be self-motivated, possess the ability to work independently without supervision, be creative, be flexible and exhibit the ability to be accountable, the ability to be taught and must have a conscientious work ethic.
- Possessing the ability to be a team player is required.
- Three to five years of experience in secretarial or administrative work is preferred.
- Good communication skills
- Proficiency in the using standard office equipment (copier, computers, postage machine, phone system, folding machine, laminator, alarm system), or ability to learn these platforms within 30 days of hire.
- Good organizational skills and experience using Apple computers and iPads are all required.
- Mastery of Software (Breeze, MailChimp, ProPresenter, Windows Office, Mac Office, Avery, Slack, Google Mail, Google Calendar, Google Drives, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Power Point, Ezra Church Statistical Software), or ability to learn these platforms within 30 days of hire.

#### **RESPONSIBILITIES:**

##### **Communications:**

- Ensure the church and office is open and staffed during office hours
- Serve as church receptionist: screen incoming calls, receive visitors, provide referrals, etc.
- Check and respond to all communications (email, slack, text, phone) promptly.
- Send out prayer requests, maintain prayer wall and prayer box.
- Distribute mail
- Track communication requests, provide materials as needed
- Maintain organization of materials in the Great Room.
- Responsible for producing or delegating all internal and external communications of the church.
- Design, produce, and publish all internal and external advertising to include weekly email and weekly bulletin under the guidance of the Lead Pastor.
- Responsible for maintaining the website and social media presence. Completing all training necessary in order to keep the website and social media sites up to date in accordance with leadership board or pastoral guidance.

- Works with and acts as point of contact for any volunteers within this area including audiovisual volunteers, communications subcommittee, or any other volunteers in accordance with leadership board or pastoral guidance

#### Documentation:

- Maintain master calendar of events and facility usage.
- Generate annual church conference booklets
- Maintain and submit statistics to conference, annually
- Maintain and update listing of alarm codes, keys
- Maintain weekly attendance for worship, Sunday school, youth groups, classes, nursery, studies

#### Financial:

- Manage and submit admin budget annually
- Submit admin credit card statement and budget invoices for payment

#### Membership:

- Keep updated records of members and constituents in software (Breeze)
- Keep updated records of attendance, spiritual gifts, calendar events, membership status, etc.
- Forward information on congregational care and new visitors to pastor and others as appropriate
- Prepare certificates, bibles, name tags for new members
- Maintain lists of baptisms, birthdays, marriages, anniversaries, and deaths
- Maintain church directory and photo directory

#### Volunteer services:

- Maintain updated records of volunteers (Fellowship, Ushers, Communion stewards, Audiovisual)
- Schedule all volunteers to ensure Sunday morning services are covered. volunteers (Fellowship, Ushers, Communion stewards, Audiovisual, Lay readers)
- Send volunteer email reminders weekly (Fellowship, Ushers, Communion stewards, Audiovisual)
- Works with and acts as point of contact for all other volunteer areas (including volunteers in individual areas, subcommittees, volunteer coordinator, etc) in accordance with leadership board and pastoral guidance (Arts, building, Men's, Women's, etc)
- Communicate necessary policies and procedures to all volunteer areas

#### General Duties:

- Prepare slides for worship services and other events as needed (classes, VBS)
- Assist with major church events administratively (VBS, funerals, weddings, conferences)
- Work with the Facilities Manager to ensure building maintenance and cleaning.
- Provide resources to ministries and committees to help facilitate their goals and projects.
- Work with vendors to maintain office equipment, and with building maintenance contractors, maintain and purchase supplies, maintain stamp machine, etc.
- Work with IT when needed for internet, server, computer support, etc.
- Attend weekly & monthly staff meetings
- Act as a point of contact for the Art Committee to ensure proper paraments, flowers, and decor is in place. Assist as needed and requested by the Art Committee.
- Maintain organization in the sanctuary, straightening and cleaning as needed. Ensure that contact cards are well stocked and make additional copies as necessary.
- Order necessary office supplies within the guidance of TLUMC policies/Financial handbook
- Any additional job duties as assigned by the Lead Pastor as required to conduct church business