

Office Administrator

JOB TITLE

Full-time Office Administrator, Blaine Memorial United Methodist Church, Seattle, WA

GENERAL JOB DESCRIPTION

The Office Administrator is the key link to the Congregation, Staff and Community at large. This position will be supervised by the Sr. Pastor in consultation with the Staff Parish Relations Committee.

CORE OF RESPONSIBILITY:

- Manages and creates external communications and messaging using all media: Print, video, and web, including Blaine's website
- Implements and moderates social media presence, including Facebook, Twitter, Instagram and other public or private on line communities
- Serve as Primary Office Contact and Coordinator
- Manage day to day operations of the Blaine UMC office, including calendar coordination, answering phones, gathering and producing information for the printing of Sunday worship materials and newsletters, file organization, sort and distribute mail and email, coordination of church volunteers,
- Facilitate and manage building and office; including facility usage, working with state and city government inspectors, repair technicians, salespersons
- Provide administrative support to Pastors and key church Leaders
- Other duties as assigned

WORK SKILLS AND KNOWLEDGE

- High proficiency skills in
 - Social media platforms
 - Wordpress
 - MS Office Suite
 - Quark Express
 - Database and church records management/ACS
 - Computers, proficient with both MS and Apple Operating Systems
- Knowledge of United Methodist structure a plus

Successful candidates will possess:

- Excellent Interpersonal skills with staff, congregation and community
- Analytical and problem solving skills
- Skills in effective decision making in the midst of pressurized situations
- Effective written communication skills
- Organized
- Attention to Detail
- Teachable Spirit
- Possessing an awareness and sensitivity to cultural and generational differences
- Flexible, able to work in the midst of interruptions
- Ability to work with openness and humility amidst a great diversity of faith expressions and commitments

COMPENSATION: Salary (DOE) + Benefits

To apply, please send cover letter and resume to: blaineoffice@yahoo.com, Attn: SPRC

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