

First United Methodist Church

Wenatchee Washington

JOB DESCRIPTION: OFFICE ADMINISTRATOR

MISSION STATEMENT

**As disciples of Jesus Christ, we are building a community
that seeks to know and love God and serve all.**

POSITION SUMMARY:

This position provides administrative support to the church office and program staff.

RESPONSIBLE TO:

Direct supervision comes from the Senior Pastor, and Staff Parish Relations Committee for personnel issues.

ESSENTIAL FUNCTIONS:

ADMINISTRATION

1. Support the mission of the church as it relates to the position.
2. Answer phones and assist walk-in visitors as needed.
3. Recruit and work with office volunteers.
4. Support production of print projects including but not limited to Sunday bulletin(s), *Skylines*, letters, flyers, newspaper ads, press releases, prayer requests, announcements, etc.
5. Manage the church scholarship program.
6. Maintain a variety of records, including ICON membership database, attendance, and visitor records.
7. Compile Pacific Northwest annual conference report, including compiling information from staff, committee leaders, and ministry chairs, typing and production.
8. Keep office and work area tidy and organized; file records, bulletins. Keep computer files organized, backed up.
9. Attend church staff meetings, including taking and distributing minutes when needed.
10. Attend Church Council and take minutes.
11. Relate to Heart to Heart Ministry.
12. Manage 'Journey Through Grief' booklet tracking and mailings.
13. Order and maintain office supplies.
14. Scheduling of groups (maintain contracts for outside user groups) and events and updating all church calendars accordingly.
15. Maintain church music and video licenses, including online submission of weekly music selections.
16. Other duties as assigned.

FINANCIAL/TRUSTEES

1. Receive and distribute funds in accordance with established policies and procedures, specifically, arranging for church credit cards for staff, and setting up credit card giving.
2. Assist the financial secretary in maintaining records of pledges and sending out quarterly statements.
3. Assist Trustees with specific duties as assigned as they relate to the management of church property, including rental properties and building use.

4. Maintain digital files of property records.

MINIMUM QUALIFICATIONS:

Education and Experience

Education, training, skills, and experience necessary to carry out the assignment, including two (2) years of clerical/office experience or a related two-year degree. Ability to speak Spanish preferred.

Knowledge, Skills, Abilities

1. Demonstrated ability to work and interact with a wide variety of people.
2. Excellent computer skills, including word processing. Experience with desktop publishing desirable.
NOTE: Applicants will be given a short computer test.
3. Willingness to learn church software.
4. Ability to do an appealing page layout.
5. Proven excellent oral and written communication skills.
6. Demonstrated proof reading ability.
7. Ability to maintain focus despite frequent interruptions.
8. Public relation skills and excellent telephone etiquette.
9. Organizational, time management, record keeping, and problem-solving skills.
10. Ability to work with volunteers and be sensitive to their needs.
11. Be an active part of the church staff team.

Other requirements:

1. Submit to background checks as required by the PNW UMC Conference.
2. Read and sign church Safe Sanctuary document every two years or when updated, whichever comes first.

HOURS:

This is a full-time non-exempt position that is authorized up to 40 hours/week, with schedule to be determined in consultation with the Senior Pastor, including evening hours required for Church Council meetings, or other meetings determined by the Senior Pastor.

Applications can be sent electronically to office@firstumchurch.org
or mailed to the church at 941 Washington St, Wenatchee, WA 98801