

*Des Moines United Methodist Church seeks a part-time church office administrator (up to 20 hours per week, typically four mornings). This individual supports the work of our welcoming and justice-oriented congregation and pastor by managing communications, coordinating building access, and maintaining church records.*

*Qualified candidates will hold at least a high school diploma or equivalent and have three years administrative experience, with competency in Microsoft Office products. Knowledge of Pro Presenter, Servant Keeper software and the United Methodist church is a plus. To apply, email a cover letter and resume to Chair, SPRC : [eric2870@comcast.net](mailto:eric2870@comcast.net). No in-person applications or phone calls, please. We are seeking applicants external to DMUMC. Position open until filled. Full job description attached/below.*

#### **Purpose**

To provide clerical and administrative support as needed by the pastor, church officers and committee chairs.

#### **Accountability**

Supervised by the church pastor on a day-to-day basis, and accountable to the Staff-Parish Relations Committee for overall job performance.

#### **Responsibilities**

- Provide a **welcoming presence** in the church during office hours by answering the phone, greeting visitors, and handling or referring questions or requests. Maintain outgoing phone messages.
- Handle church **correspondence**: open, sort and deliver mail; respond to emails and voicemails. Work with the pastor and volunteers to complete day-to-day tasks.
- Support the pastor in creating, printing, and folding the weekly Sunday service bulletin, inserts and any additional bulletins for special services.
- Prepare the worship slides as necessary, working with the worship tech team.
- Maintain **church calendar**. Coordinate with church officers and committee chairs for meetings, space and other needs as requested with approval by the Facilities Chair and the pastor.
- Manage building **keys**.
- Track, complete and/or notify appropriate committee chair of all necessary **yearly inspections** (i.e., fire extinguishers inspected, Fire Code certificate).
- Maintain, track, and ensure all necessary background checks and awareness trainings have been completed through **Ministry Safe**.
- Request and edit weekly **newsletter** articles and create newsletter layout with pastor's input. Distribute newsletter through all-church email and prepare printed copies for mailing.
- Gather information for the **denominational annual reports** and the church annual report to the congregation. Gather and track all necessary reports; assemble, copy, distribute and file.
- **Produce letterhead, brochures, registration slips, pledge cards, forms, church directory, etc.**

- Maintain current **roster of members** in Servant Keeper software update contact information regularly.
- Provide names and contact information for **visitors** to the pastor. Maintain paper and electronic church records and files, including but not limited to: worship attendance, membership, baptismal and weddings. Create certificates as needed.
- Oversee use of **photocopier**, keep supplies on hand. Order and maintain stock of janitorial and office supplies.

### **Skills and Qualities Desired**

- Excellent written and verbal communication skills and attention to detail
- Ability to work independently, as well as cooperatively
- Ability to maintain confidentiality
- Maintain a pleasant and welcoming attitude

### **Minimum Qualifications**

- High School Diploma or Equivalent; college credits/degree a plus
- Three years' experience as an administrative assistant or in similar support role
- Proficient in written and spoken English
- Competent in Microsoft Office (Word, Excel, Publisher, Outlook) and Google Docs
- Valid ID
- Additional Plus: Knowledge of United Methodist Church and Servant Keeper and ProPresenter software.

### **Status**

- Part-time, 20 hours per week; schedule to be determined, between the hours of 8am - 3pm
- 14 paid holidays: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day After Thanksgiving, Christmas Day and the day after, day after Easter, plus 2 personal days in lieu of Good Friday and Christmas Eve.
- Sick Leave accrued at one hour per each 40 hours worked (or current state-mandated rate); available after 60 days of employment; can roll over up to 40 hours.
- Additional unpaid leave negotiable with the Pastor in the case of illness of self or need to care for family members.

### **Wages and Benefits**

Part-time hourly position, wage dependent on qualifications, starting at \$20/hour. Other benefits, if included, are defined in the employee handbook.