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. 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
- 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.