

STANWOOD UNITED METHODIST CHURCH
P.O. Box 296
Stanwood, WA 98292

Position Description: Office Administrator

General Description: The Office Administrator reports to the Pastor. They are responsible for the day-to-day operation of the church office under the supervision of the pastor. The duties include planning, organizing, decision making, and working independently. The Office Administrator is subject to the Policies and Procedures of the church as set up by the Staff Parish Relations Committee and Administrative Council.

Position Summary: The Office Administrator performs requested clerical duties by the pastor and other church leadership as time allows.

Requirements of the Position:

Maintains confidentiality of all information heard or read in the church office.

Demonstrates excellent communication skills reflected by positive interactions when communicating both in person and on the telephone.

Demonstrates excellent computer skills including to accurately input data and to lay out, edit, and distribute publications such as the weekly Sunday bulletin and the monthly Messenger.

Must align with the vision and values of Stanwood United Methodist Church.

Tasks associated with the Position:

Performs all duties of a receptionist.

Coordinates and edits various church publications, bulletins, programs (weddings, funerals, special services), newsletters, etc.

Schedules building use and assists with church security and maintenance.

Maintains the church activities calendar and coordinates with people responsible for calendar input.

Maintains the church Facebook and Web site.

Maintains petty cash fund.

Codes all incoming financial statements to budgeted accounts for the bookkeeper. Signs and distributes paychecks and receiving/paying the bills etc.

Runs requested background checks as needed.

Check's the church PO Box as needed.

Responsible for use and care of all office equipment including scheduling of maintenance and repairs.

Orders office supplies and church supplies.

Mails materials as needed.

Keeps all church related information current.

Salary and Pay Schedule: \$19.00 – \$25.00 an hour

The Office Administrator's work schedule, salary, vacation pay schedule and performance evaluation will be reviewed annually with the pastor, staff parish liaison, and church council. The timecard is the responsibility of the Office Administrator.

The Office Administrator shall be paid as recommended by the Staff Parish Relations team, the Finance Committee, and approved by the Administrative Council.

This position is currently a part-time position of 24 hours per week with a ceiling of 28 hours per week as scheduled by the pastor. Holiday and vacation time is accrued annually as described in the current Management Policy: Terms of Employment; must be approved by the pastor.

The Vision and Values of SUMC:

Stanwood United Methodist Church believes that having "Open Hearts, Open Minds, Open Doors," means we are called to share God's welcome with all people. We embrace diversity and believe every person is of sacred worth and a beloved child of God. We commit ourselves to the hospitality Jesus taught, by creating a place of safety and spiritual sanctuary for all people. We welcome and celebrate into full participation in the life of this church people of every race, ethnicity, age, ability, physical or mental condition, socioeconomic status, political affiliation, gender identity, sexual orientation and family structure. We invite all people into the way of Jesus Christ, to grow together in Christian maturity, to live together in fellowship, and go forth into the world to service.

To apply: Please email a cover letter, resume, and at least three contacts for reference to sumc@stanwoodumc.org and justinwarrenwhite@me.com