

WESLEY FREEDOM UNITED METHODIST CHURCH

JOB DESCRIPTION

Job Title: Church Administrator

General Summary: At the direction of the Senior Pastor, the church administrator will execute multifaceted communications and oversee administrative operations of the church office, facilities, and calendars.

Qualifications

1. Excellent organizational skills, detail oriented.
2. Experience and expertise utilizing digital platforms to manage schedules, data, and communications.
3. Excellent social emotional skills; kind tone, ability to deescalate, patience.
4. Excellent communication skills; keyboard, desktop publishing, editing.
5. A preferred candidate would also have experience in website design and management and/or experience with design for print communications (Canva, Publisher, etc).
6. Proficiency in using & troubleshooting modern computer systems, standard office software, and cloud-based file storage.
7. Experience working in a team setting and delegating tasks.
8. Must profess a faith in Jesus Christ, possess a familiarity with and willingness to support the doctrines of the United Methodist Church, and possess a willingness to support the Mission of Wesley Freedom UMC to make disciples of Jesus Christ who share the story of God's grace.

Essential Duties and Functions

1. Communications: In collaboration with senior staff facilitate appropriate communication with the congregation utilizing all avenues available to advertise ministries and events.
 - a. Weekly email & print announcements
 - b. Production of mailings, brochures, cards, giving reports, and special print projects.
 - c. Website management and social media contributions based on expertise
 - d. Administrative support for worship including announcement slides, and print materials.
2. Office Administration:
 - a. Manage all computer software (Microsoft Accounts, Google Accounts)
 - b. Manage church e-mail accounts for staff and volunteers
 - c. Administrator for church membership database which manages communications, forms, registrations, and statistical information.
 - d. Manage digital and paper files including policies and procedures, Legal, Insurance, Contractual, and BWC conference files.

3. Calendar: Manage online calendars including scheduling of all ministry time and locations and space usage request.
4. In the absence of the office assistant: Perform receptionist duties, greet visitors, screen and direct calls, mail, and e-mail.
5. Building Administrator Responsibilities
 - a. Oversee Custodian, cleaning schedule, set up and tear down
 - b. Schedule building maintenance and inspections in consultation with trustees.
 - c. Manage office equipment, and alarm system

Position Status: This is a part-time, 30 hour per week, FLSA-non-exempt position. Hours & work days negotiable. Typical base hours: Four office days 8:30-3.

Salary: Negotiable based on qualifications. \$36,000 annual

Benefits: 3 weeks paid vacation, 8 days paid sick leave, 3% Retirement benefits

Position Review: Quarterly Review by supervisor. Annual position review by Leadership Development Team.