



Job Description (Revised October 2018)

Position: Office Administrator

Employee Classification: Part time, non-exempt, at will employee

Hours/Pay: 35 hours per week/\$18-\$20 per hour (based on experience)

Supervisor: Pastor

Primary Function:

To coordinate and provide a wide range of administrative and clerical support for church staff, lay leadership, and members of Foothills United Methodist Church.

Specific Requirements:

- Proficient with the full suite of Microsoft Office (Word, Publisher, PowerPoint, Excel, etc.)
- Working knowledge of social media and multimedia platforms, website lay-out & maintenance
- Strong organizational skills; including ability to prioritize, multi-task, and meet deadlines
- Excellent communication skills, written and oral

General Responsibilities:

1. Produce and print all worship bulletins (2 regular weekly services plus additional special services)
2. Design and prepare PowerPoint slides for 2 regular weekly services plus additional special services
3. Administrate/Manage Church's Master Calendar of activities and facility usage
4. Responsible for communication (digital, print, phone) relative to church ministries/programs
5. Maintains archive of formal meeting records and reports for church committees
6. Submits regular and annual reports to the larger United Methodist Church
7. Designs and updates publicity material for Foothills UMC
8. Serves as first point of contact for people seeking information, services, or assistance from the church
9. Co-administrates assistance fund that members of general community can apply to for help
10. Collects and routes incoming mail and prepares outgoing mail
11. Provides regular clerical support to pastor and other members of church staff and volunteers
12. Maintain a membership database and other relevant files (digital and paper)
13. Orders and manages distribution of office supplies
14. Delivers deposit to bank on a weekly basis
15. Schedules and manages facility usage by community groups beyond the local church

Resumes can be emailed to: office@foothillsumc.net