

Sixth Avenue United Church of Christ
Office Administrator
Job Description

Purpose: To operate an organized and welcoming office that supports the pastor and other staff, both paid and volunteer, and allows all to perform their duties a timely and professional manner while maintaining confidentiality.

SKILLS NEEDED

- a FULL knowledge of how to use and navigate Microsoft Word and Excel, including general formatting, mail merge, label making, and booklet making.
- comfort with Google Applications such as Drive, Calendar, Docs, and Sheets
- a FULL knowledge of, or strong ability to learn about, commercial copy machines and how to use their functionalities to your advantage
- understanding of how to navigate and change properties in a printer dialogue box
- ability to accurately fill out deposit slips and make deposits at the bank
- Intermediate photo editing and formatting skills
- ability to communicate verbally and in written form clearly and with purpose
- comfort with problem solving and the ability to use all provided resources to prepare and carry out solutions
- Experience in working with church and/or not-for-profit organizations and working in an office setting
- a commitment to cultivating a positive work environment
- ability to relate, and work effectively with individuals/groups who are a part of the church
- can maintain confidentiality.
- Ability to take initiative, think critically, and articulate ideas concisely and clearly.
- A “doer” – can handle having multiple projects going on at the same time, can work in collaboration with others and independently, can work with minimal oversight (there are days where the office manager is by themselves most of the day)
- Can pay attention to details and spotting errors in written communication

GENERAL DUTIES (1-2 hours/week)

- answer phone and record message information
- field phone calls from those looking for assistance and direct them to the appropriate local resources
- communicate with insurance and utility companies via phone and email to maintain the reception and timely payment of all bills
- respond to general inquiry e-mails and forward other messages to the appropriate parties
- maintain a directory of all members, congregates, donors, and other important contacts
- organize and distribute all mail that come into the building
- change front lawn marquee message on a weekly bases
- occasionally assist Building Caretaker with maintenance and upkeep

DEPOSITS (3 to 5 hours a week)

- count and enter weekly deposits into a spreadsheet on Google Sheets
- take each deposit to the bank.
- maintain financial records both digitally and in print
- keep track of new contacts, recording any contact information given on the check, also in Google sheets
- maintain list of annual pledges
- Send out quarterly giving statements to those who have pledged

RENTAL MANAGEMENT (0 to 2 hours/week)

- update annual contracts for groups that rent space in the building
- create contracts for new renters
- keep up to date records of money received from renters and make sure rent is collected in full
- communicate with potential renters to figure out scheduling and to facilitate their needs
- maintain and organize multiple renters schedules with Google Calendar making sure schedules do not overlap or that spaces are not double booked.
- Inform renters of any conflicts that may arise and work with them to find a solution

BULLETIN (1-2 hours/week)

- work with the Pastor and members of the congregation to create and format a printed bulletin for each service
- find or create cover art that is relatable to each week's message
- print and assemble bulletins
- prepare enlarged copies using the functions of a commercial copy machine

SEASONAL AND MISCELLANEOUS PRINT WORK (0-3 hours/week)

- design, format, and produce:
 - seasonal worship materials and advertisements (i.e. postcards, posters, flyers)
 - annual directory of members and regularly attending congregates
 - worship support items (i.e. memo pads, offering cards)
 - stewardship brochures and pledge cards
 - new member packet materials
 - work with partnering groups to create informational publications (i.e. CHUM)

Hours expected – Normally 10-12 hours a week although some weeks may be more. We work on a compensatory system (if you work over 12 hours a week – we will offer paid time off in lieu of working). The hours can be split into two or three days of work.

Rate per hour - \$16/hour

Chain of Authority: This position is directly responsible to the Pastor. Concerns that cannot be taken to the Pastor should be taken to the Leadership Team.

Disclaimer: The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please send a resume and cover letter to Rev. Chris Gilmore at chris@sixthavenueucc.org or call 720-384-7028