

OFFICE MANAGER

WHITESBORO FIRST UNITED METHODIST CHURCH

Job Description

The Office Manager is the secret sauce of the staff team! You are the first point of contact for the church and have the opportunity to bring creative, organizational and administrative support to every area of the church. If you've been dreaming of a job that combines your administrative skills, marketing experience, and love of the church into one place then this is the position for you! This is not just an office job - its a ministry!

You Are:

- Passionate about helping guests and members engage in the life of the church
- Able to use existing resources to support guests, members and ministry directors
- Able to handle interruptions with grace
- A person who takes initiative to achieve ministry goals and objectives
- A team player willing to pitch in and help where needed
- A person of integrity that seeks to do the right thing in every situation
- Tech savvy enough to use Microsoft Office, Adobe Photoshop, and Google Drive

You will:

MARKETING:

- Use Planning Center and Microsoft Publisher to create the weekly Bulletin
- Capture stories and relevant information to publish the monthly Newsletter
- Script weekly church emails
- Schedule out posts on Facebook and Instagram
- Coordinate events that equip parents to be the spiritual leaders of their family
- Make regular updates to the App and Website to keep guests and members informed
- Create slides, posters and flyers for church events
- Focus on external opportunities to market through local newspaper, Facebook and other social media platforms

OFFICE ADMINISTRATION

- Be the first point of contact for the community and members of the church by answering phones and greeting guests to the office
- Maintain church calendar and communicate with internal and external groups for facility use
- Publicly celebrate the “wins” of the ministry and show appreciation to volunteers
- Print prayer list and cards for Prayer Group on the 1st and 3rd Mondays
- Maintain passwords and logins
- Maintain membership and basic financial records
- Receive payments for events and Bible Studies
- Support the ministries and Bible Studies by ordering curriculum and supplies
- Do various office tasks such checking the mail, ordering supplies, and filing and record keeping

OFFICE MANAGER

- Perform personnel and volunteer background checks and Ministry Safe
- Provide weekly supervision of custodian
- Facilitate New Hire on-boarding
- Receive Benevolence requests
- Coordinate Memorial and Wedding Team and Hospitality
- Coordinate occasional volunteer teams for office, Wednesday Night, etc
- Represent the church in the community for special events (Peanut Festival, Trunk or Treat, etc)
- Be part of a staff team that values open communication, integrity, hard-work and fun
- Communicate with the staff and congregation about the needs of Children’s Ministry as well as how to integrate children into the life of the church
- Execute administrative tasks such as ensuring background checks are complete, registrations forms are turned in, working within your budget and keeping regular office hours
- Have fun as we welcome guests, members and staff to the church

JOB DETAILS

Hours/Week: Part Time: 24-27 Hours per week depending on time of year and event

Degree/Training: Bachelor's Degree and/or relevant experience