

Part-Time Office Administrator
Community United Methodist Church
1470 W. Hanley Ave. - Coeur d'Alene, Idaho 83815
www.cdaumc.org 208.765.8800

Community United Methodist Church (CUMC) is connected to other United Methodist Churches worldwide and governed by The Book of Discipline. The Church's mission is to make disciples of Jesus Christ for the transformation of the world by proclaiming the good news of God's grace; and by exemplifying Jesus' command to love God and neighbor.

CUMC's Purpose Statement: "As Jesus' disciples, our purpose is to love and serve our community and world through ministries that transform lives, build stronger individuals and healthy families."

As "the face and voice of the church", the OFFICE ADMINISTRATOR ensures that the day-to-day clerical and administrative operations of the church run smoothly. This is a 30 hour per week, salaried, year-round, Fair Labor Standards Act (FLSA) non-exempt position. Salary based on experience with the anticipated hourly rate between \$15-\$18 per hour.

SUPERVISORY CONTROLS

1. The Office Administrator reports to and is accountable to the Pastor and the Staff Parish Relations Committee (SPRC). The overall goals/objectives for the office are developed in concert with both entities and handled according to policies, previous training, or accepted practices.
2. The Office Administrator is an integral member of the staff and maintains a positive, cooperative relationship with members of all ministry teams. In concert with the Pastor, the Office Administrator identifies deadlines and the nature of planned assignments and determines the methods and techniques for handling projects. He/she is responsible for planning and carrying out the work and resolving problems independently.
3. The Pastor and SPRC are kept informed of progress, new directions as appropriate, as well as potential issues. Completed work is reviewed in terms of accuracy, accomplishing objectives and conformance with policy.

MAJOR DUTIES AND RESPONSIBILITIES

1. Welcomes with the spirit of Christ's love for all who call or enter the office/church during working hours while remaining non-judgmental and helpful.
2. Maintains confidentiality at all times and communicates with tact and discretion in all interpersonal interactions.
3. Provides administrative support to the CUMC office staff as needed. Composes and prepares correspondence for the Pastor's signature and may provide clerical support for the Church Council/Executive Team and church committees including preparation, duplication and distribution of meeting minutes, letters, and notices.
4. Maintains attention to detail, consistency, accuracy and timeliness to ensuring that Sunday bulletins, weekly emails, worship and lobby slides, calendars, building use schedules and other "public" communications are produced.
5. Maintains and updates electronic distribution lists (e.g. Constant Contact, Shepherd's Staff).

6. Provides assistance to the Pastor and families with memorial services including bulletin preparation, a/v coordination, reception communication, ushering coordination, and assists memorial service contacts as needed.
7. Transfers and keeps up-to-date church membership information into computerized system.
8. Compiles the local church reports to the Annual Conference once a year.
9. Prepares the office budget in concert with the church treasurer and tracks the status of funds during the year.
10. Purchases or orders required office supplies.
11. Communicates with HeadStart regarding their needs. Schedules quarterly meetings with CUMC and HeadStart personnel. Note: HeadStart currently leases facility space.
12. Communicates with the custodian on setups for church functions and other related activities.
13. Maintains relationship with volunteers of Lake City High School Life Skills class and provides guidance for other volunteer projects on an ad hoc basis.

MINIMUM QUALIFICATIONS

1. Demonstrated proficiency with computers, computer software, and other office technology (e.g. copiers, telephones). Experience and proficiency in reading, writing and grammatical skills necessary to type, edit and proof business correspondence and prepare projects.
2. Ability to keyboard a minimum 50-60 wpm accurately.
3. Must be familiar with Windows based computer software and have the ability to learn and use Microsoft Word, Publisher, Excel, PowerPoint, as well as Apple software and Macintosh computer equipment and ProPresenter 5/6.
4. Knowledge of administrative procedures in an office setting such as setting priorities, file organization, budget accountability, planning and organizing office systems.
5. Ability to receive and facilitate available resources to those who call or visit the office seeking assistance. (financial or otherwise)
6. High school diploma or equivalent plus two years' experience in a position requiring similar skills (e.g. clerk/typist, office assistant)
7. Demonstrated leadership skills needed to provide guidance and direction to volunteers and for projects as assigned.
8. Ability to communicate orally and in writing with interpersonal skills and the ability to handle confidential matters on a regular basis.
9. Ability to pass a background check.

HIRING SCHEDULE

This position is open from June 18, 2018 until July 12, 2018, or until the position is filled. Please submit Cover Letter and Resume, describing the interest in the position, education level, work experience, skills, and three(3) personal references for contact.