

Leander UMC Job Description: Communication and Office Administrator

General Position Description: The Communication and Office Administrator oversees the ministry of administration of the church's office support, physical property and communication/database systems.

Supervisor: Senior Pastor

Objectives:

- Support the Pastor and Church Staff in Communication and Administrative related tasks
- Maintain an orderly office/reception space that contributes to organizational proficiency and hospitality
- Uphold the mission of the UMC, local church and staff's mission therein (see pg.2)
- Facilitate matters concerning care of the physical property in cooperation with Facility Managers
- Facilitate Communication between congregation, staff, and community

Core Competencies:

- **Spiritual Maturity** – shows strong personal depth and grounding; demonstrates integrity; trustworthy and holds confidential information
- **Ethics and Values** – Honors core values and beliefs of the organization in choices of behavior; consistently embodies appropriate behavior in both stressful and non-stressful situations; practices the behaviors she advocates to others.
- **Interpersonal skills** – establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others: uses diplomacy and tact; is approachable; avoids communication triangles. Demonstrate accountability and work cooperatively with staff members
- **Time and Priority Management** – punctual; able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; can appropriately balance priorities
- **Hospitable** - Represent an atmosphere of Christian hospitality for all those who walk through the doors of the church and make contact through phone. Demonstrates professional presence.
- **Technical skills** – operate office equipment, maintain files and records according to UMC guidelines, and proficient in word processing and data entry. Ability to use Servant Keeper, Mail Chimp, and Facebook.
- **Mission Ownership** – Demonstrates understanding and full support of vision, mission, values, and beliefs of Leander UMC through attitude and behavior.

Role and Responsibilities:

1. Communications and Publications

- Oversee overall operations for print, digital, and social communications
 - Newsletters, Bulletins, Announcements, mailings, boards, banners, etc.
 - Website, Social Media: Facebook and Youtube, Sunday PowerPoint Announcements, Email blasts, text communications, etc.
- Develop and maintain communication processes and procedures
 - Work with Pastor and Board for priorities and overall communication strategy
 - Develop and maintain procedures for onboarding publication information
 - Develop and maintain procedures for consistent dissemination and publication
- Oversee design and branding for all church communications. Develop branding approved from Board to be used across all platforms.

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2. Office Management

- Oversee phone, computer, and printer system management
 - Maintain contracts and vendor relationships and develop new contracts as needed
 - Employ volunteer servants or contracts for IT support
- Oversee, train, and support office volunteers or clerical assistants
 - front office receptionists and weekday hospitality
 - volunteers who may address requests for financial assistance
 - volunteers who may work with servant keeper data management
 - Volunteers who help with printing/folding/mail errands.
- Oversee Record-Keeping in accordance to *Discipline* and common business/law practices
- Oversee purchasing, ordering, and tracking of supplies
- Oversee individual benevolence requests (HEB card ministry)

3. Calendar

- Maintain calendars for church activity and building use
- Includes digital and sharable calendars for web and mobile use by staff and lay leaders
- Receive requests for new events and forward to appropriate parties for approval or consideration

4. Database and Reporting

- Serve as membership secretary for conference forms/reports and local church archives
- Oversee use of Servant Keeper Database for individual and family information
- Develop and maintain a process for tracking individual's connection to the church within the database related to attendance, group participation, and special needs
- Develop and pull reports as needed by LUMC Board, staff and clergy

5. Buildings and Property

- Develop and maintain building use policies in cooperation with Facilities Managers
- In cooperation with Facilities Manager(s), develop and maintain property and building maintenance contracts and policies
- Receive building use requests from parties in and beyond the church community and send requests to appropriate work groups.
- Facilitate and orient groups and individuals for proper building use
- Maintain up-to-date and monitored key logs and key log procedures; Regulate access to church property: keep a system for keys, security, computers
- Schedule the use of building and equipment
- Obtain services and equipment for the church subject to the direction of Pastor and Board
- Assist in securing service or repair of property/equipment
- Keep insurance records and risk management policies updated and approved by Board.

6. Staff and Board Support

- With Board and Pastor, create and maintain personnel policies in accordance with state law and the UM Book of Discipline

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- Provide LUMC Board with requested reports on membership, attendance, and other data needed for ministry and mission supervision
- Assist Pastor to keep track of pastor-approved vacation, sick days, and other leave items for staff

Qualification and Education Requirements:

- Experienced business person
- Dedicated to ministry of the local church
- College degree or training in business, office management, human resources, or equivalent experience
- Experience in managing database, property, people, and money

Working Conditions and Schedule:

- Work days will be Monday through Wednesday 9:00am-4:00pm; Thursday 9:00am-3:00pm; Friday, 9am-Noon.
- An office will be provided;
- Friday and Saturday will be days of Sabbath rest and renewal, with the exception of ministry needs that require flexing time during the work week;
- Tobacco and perfume-free work place.

Position Type:

- 3/4-time (Approx. 30 hours/week); \$32,760 Salaried

Benefits:

- Standard Holidays
- PTO and Workman's Compensation

LUMC Staff Mission:

Work on the ministry of LUMC so that the congregation is empowered and equipped to be in ministry.

Reviewed By:		Date:	
Approved By:	LUMC Board	Date:	
Last Updated By:	Rev. Laura Becker	Date/Time:	January 5, 2022