

Office Administrator

First Church United – West Liberty, Iowa

JOB SUMMARY: Effectively manage day-to-day administrative functions of the church office. This is a part-time, hourly position which interacts daily with church leadership, its members, and the public.

PRIMARY DUTIES:

- **Planning and preparation for worship services:**
 - Prepare weekly worship bulletins
 - Prepare PowerPoint files for weekly worship services
 - Manage Zoom expectations, set up meetings, distribute recordings
 - Maintain file of church workers needed for services and recruit help as needed
 - Anticipate activity during regular and special services, and arrange for needed supplies
 - Effectively communicate needs to janitor and other groups using the church

- **Maintain effective and professional day-to-day functions of the church office:**
 - Manage the usage of church facilities, keeping calendar and agreements up-to-date
 - Greet visitors, answer and transfer incoming calls and emails, and respond to inquiries in a timely and efficient manner
 - Handle incoming and outgoing mail
 - Prepare accurate and timely correspondence
 - Order office supplies and maintain office equipment
 - Monitor and anticipate usage of kitchen, coffee, and worship supplies, ordering as needed
 - Develop, maintain and be able to sort databases of church contacts, members, and committees
 - Create frequent and positive updates to manage church Facebook page, official website, and content for digital sign
 - Frequently update standard operating procedures and keep them accessible to others
 - As directed by Pastor, assist in certain Ministerial Association activities
 - Perform additional duties as assigned

- **Support church leadership, various committees, and the Official Board:**
 - Prepare letters, reports, and other documents as requested
 - Prepare and distribute calendars and schedules
 - Serve as Board secretary, recording minutes from meetings
 - Serve as secretary for congregational meetings
 - Coordinate and assemble the Annual Report
 - Maintain official copy of church bylaws

DESIRED QUALIFICATIONS:

- Self-starter, highly organized, with attention to detail
- Excellent communication skills
- High degree of confidentiality needed, protect sensitive information, and exercise discretion
- Experience using technology tools and platforms, such as Microsoft and Google suites and website content-management systems
- Bilingual (Spanish) is a plus