

Office Administrator

Start: October 1, 2018

Faith United Methodist Church of Spring Valley; an integral church of the Maple Leaf Parish, is seeking an office administrator. This is a part-time position, generally 25 hours per week (one evening per month), with flexibility in hours. Candidate must be able to pass a background check. As part of the church leadership team, the person should be an active follower of Christ.

Qualifications:

Education: High School Diploma, additional education preferred

Experience: Two (2) years of experience in office environment with administration and communication emphasis. Expertise with Microsoft Office products (Word, Excel, Publisher, Outlook and PowerPoint), social media and web site systems. Experience with office database systems. Strong writing, editing and interpersonal skills; ability to recruit and assist volunteers. Ability to work independently and respectfully; be self-motivating, meet deadlines; and to maintain a well-organized office. Previous work in church or non-profit environment beneficial.

Responsibilities:

Communication -

Prepares church bulletins and inserts; brochures, flyers and postcards.

Produces monthly newsletter and maintains church website.

Prepares and distributes weekly church email, per request

Answers phone calls and emails to the church office.

Creates signup sheets and helps other staff with volunteer recruitment.

Maintains church calendar, including church and building rental activities.

Maintains church care list and starts prayer chains, per request.

Handles church mailings to members and potential members.

Finance -

Processes church bills and records them into the church financial system.

Records contributions and pledges and provides statements to contributors.

Processes memorials and money donated for outreach purposes.

Reconciles church accounts on a monthly basis.

Prepares church financial reports on a monthly and annual basis.

Assists with budget planning.

Prepares and files monthly employee tax withholding to IRS and MN. Prepares W2 and files online as needed.

Prepares printouts and financial information, attends monthly Finance and Council meetings, takes notes and prepares minutes of the meetings.

Prepares various reports for the Minnesota Conference of the United Methodist Church.

Membership -

Tracks attendance of worship services, classes, and special events.

Maintains membership records.

Assists with providing information to new members.

Other -

- Keeps in strict confidence information acquired through the duties of this position which may be personal in nature to church members and/or staff.
- Participates in weekly staff meetings and provides information to other staff.
- Coordinates signup and ordering of flowers for special worship services.
- Purchases office and church supplies.
- Recruits, supervises and assists volunteers with large mailings and other activities.
- Maintains and operates office equipment, request service as needed.
- Keeps personal workspace and office related storage space organized and clean.
- Handles other administrative duties as assigned.

Compensation/Benefits:

- \$15 per hour and vacation benefits: Two (2) weeks paid vacation annually
- Six (6) paid holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

Supervisor: Lead Pastor, and is also responsible to the Staff Parish Relations Committee.

Application Information:

Submit a resume and cover letter to:
Carol Sanford, Chairperson Staff Parish Committee
Faith UMC, 617 Maple Lane, Spring Valley, MN 55975
Or email to: faithsprc@gmail.com

Deadline:

August 31, 2018

Position Type:

Part-time; 25 hours per week; flexibility in scheduling

Faith United Methodist Church
Address: 617 Maple Lane, Spring Valley, MN 55975
Phone: 507-346-2830
Email: faithsprc@gmail.com
Website: <http://www.faithsv.net>

