

Arlington United Methodist Church

Job Description

Church Administrator (Part-Time)

Reports to: Senior Pastor

Purpose: To oversee church office administration and communications, to manage facility usage and maintenance needs as needed.

Responsibilities include but are not limited to:

1. Office Manager

- Front desk receptionist duties including but not limited to answering phone calls, greeting visitors to the office, receiving and distributing mail, utilizing email, and data entry.
- Maintain and update church databases with contact information of church members, regular attendees, and visitors, as well as records of baptism, membership changes, weddings, funerals, etc.
- Update and submit yearly paperwork for District and Conference offices · Research and order all office supplies and other items as requested.
- Bookkeeping- Utilize Realm (Church Management Software including bank reconciliations, payroll for Arlington UMC and Care and Learn), tracking payables to vendors & running reports.
- Other Administrative Duties as needed.

2. Communication

- Assist with the printing of weekly bulletins and periodic church mailings
- Regularly update church calendar

3. Building and Facility

- Build and maintain a list of vendors, solicit bids, and schedule service calls as facility needs arise or as directed by the Senior Pastor and/or Leadership Council.
- Coordinate with groups both within and outside the church to schedule activities, maintain church calendar, and manage the use of internal resources (tables, tv carts, etc.)

Position Qualifications:

- Demonstrates a high level of hospitality
- Skills and experience in office work including bookkeeping.
- Excellent written, verbal, and interpersonal communication skills
- Proficient in the use of technology and online communication tools.
- Familiarity and/or willingness to become proficient with frequently used technology, including Realm.
- Takes initiative, acts with confidence, and works well independently
- Detail-oriented, organized, and able to manage multiple priorities
- Versatile, flexible and willing to adapt to changing priorities
- Ability to keep confidential and sensitive information
- Employment will be pending until Safe Gatherings Certification and criminal background checks are complete.

Hours:

- Part-time salaried position
- 20 Hours weekly
 - Spread across 3-4 days weekly.
 - Schedule is negotiable but must be consistent
- 2 weeks of paid vacation per year

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