

Summary Office Administrator Lansing Central United Methodist Church

Central United Methodist Church Mission:

“Make disciples of Jesus Christ for the transformation of the world.”

We live by a set of core values:

- Do justice, love kindness, walk humbly with God;
- Love God, with all of our heart, mind and soul, and our neighbors as ourselves;
- Treasure and support learning and growing in faith;
- Do our best to live out the healing work of Jesus in this broken world;
- Be thankful in all things;
- Welcome everyone;
- Treat everyone with respect, kindness and equality.

The paid staff of Central UMC will empower the congregation to live out our Mission and Core Values. To that end, the staff works as a team along beside volunteer leadership, congregants, and community persons.

Qualifications:

- Must have a pleasant, friendly, professional attitude in person and on the telephone;
- Must be able to protect persons' confidentiality;
- Strong desire and ability to maintain flow of written and verbal communication amongst entities of the Staff, volunteers, overall church community, and wider community;
- Computer skills and abilities to effectively communicate using MS Office Suite, the Internet, social media and email on behalf of the church;
- Strong willingness and ability to learn new computer programs used to fulfill job responsibilities;
- Working knowledge of all basic office equipment and a willingness to learn new equipment as required.

Purpose: Responsible for administrative tasks as assigned by the Senior Pastor, providing secretarial support for the church staff, oversees and assigns tasks to volunteers, assist as on-site coordinator of resources and services of the church,

Task Descriptions:

General Office:

- Secure, train, assign tasks, and supervise front desk volunteers;
- Maintain the membership records of the congregation;
- Use weekly bulletins, newsletter, flyers, web page, Facebook page, and other means to keep congregants and the community informed of Central events and programs;
- Maintains supplies, filing system, binders of church organizational and committee meeting minutes.

Building Inquiries / Rentals / Calendar / Event Coordination

- Knowledge of building use policies, fee structures, and assist those wishing to use the building for church and public use in coordination with Facilities Manager;

- Maintain church events calendar and publications of events through weekly email blasts, Central Journal publication, social media in coordination with Web Master.

Documentation Preparation and Distribution: Correspondence, Journal

Direct Supervisor: Senior Pastor

Yearly work reviews will be conducted by the Direct Supervisor and the Staff Parish Relations Committee.

Work Schedule: 25 hours (Mon-Fri, 9:00 am - 2:00 pm)