



UNIVERSITY UNITED
METHODIST CHURCH
BE YOU. BE LOVED. BELONG.

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UNIVERSITYUMC.COM

OFFICE ADMINISTRATOR

The Office Administrator oversees the administrative responsibilities of the church office.

HOURS

15 hours weekly (MWF), plus one evening meeting per month

PAY/BENEFITS

\$16-18 per hour, depending on experience and skills

3% match in defined contribution pension

DUTIES

- Serve as first point of contact for the church during scheduled hours.
 - Maintain a welcoming, organized and professional office.
 - Oversee calendar of church events and building usage. Coordinate scheduling requests, including weddings.
 - Troubleshoot or triage building and technological problems to the appropriate leaders or outside organization.
 - Coordinate custodial needs and serve as liaison with cleaning staff.
 - Monitor and order supplies.
- Oversee records management systems and church databases.
 - Keep membership, constituent, and attendance records.
 - Keep financial giving records. Make weekly deposits, prepare giving statements, and acknowledge in-kind contributions.
 - Prepare charge conference and year-end reports.
 - Serve as Safe Sanctuaries Local Church Associate.
 - Oversee church technology, including password management, in conjunction with the Technology Team.
- Assist with church accounting.
 - Code invoices and prepare check requests for the treasurer.
 - Confirm payroll amounts.
 - Reconcile credit card.
 - Assist the treasurer and produce financial reports as needed.
- Recruit, train, and supervise volunteers to assist with routine tasks in the office such as answering the phone and door, sorting mail, photocopying, organizing files, assembling worship bulletins, and preparing church mailings.

- Support the communications efforts of staff and lay leaders.
 - Provide word processing, proofreading, filing, copying, editing, mailing, and other administrative support.
 - Take minutes for Leadership Team and Ministry Team meetings.
 - Work closely with the Communications Manager, providing backup and support.
 - Oversee policies on behalf of the Leadership Team.

SKILLS AND QUALITIES

- Be able to independently and simultaneously coordinate several projects and assume responsibility without direct supervision.
- Demonstrate strong communication skills, particularly core writing and editing skills. Must be a strong speller.
- Demonstrate proficiency with office/database management, word processing, and electronic communication.
- Learn and quickly develop proficiency with new software and hardware.
- Show attention to detail.
- Address problems proactively by preventing them before they arise and responding quickly once discovered.
- Be a dependable and enthusiastic team player with a positive attitude.
- Engage persons from international and multi-cultural backgrounds.
- Connect with persons of all ages.
- Interact with church staff and congregation members as well as the general public with warmth, tact, and courtesy.
- Discretely maintain confidentiality of all church members and staff, and of all materials that are created, reported or stored in the conduct of job responsibilities.
- Be prompt and cover assigned hours faithfully.
- Promote the mission, vision, values, and welcome of University United Methodist Church.

EDUCATION AND EXPERIENCE

Required

- Aptitude to learn software quickly.
- Familiarity with basic accounting concepts, including internal controls, separation of duties, designated/restricted funds, reporting, and record keeping.
- Willing to engage in continuing education to grow skills in office management, finances, record keeping, and/or technology.
- Familiarity with the following programs or comparable software: QuickBooks Online; Google Apps Suite (especially Gmail, Calendar, and Drive); Microsoft Office Suite (Word, Excel, Publisher); and Church Windows.
- Cross-cultural competency.

Preferred

- Mac OSX experience.
- Familiarity with Adobe InDesign.

- Experience in a professional office setting.
- Familiarity with United Methodism.
- Desire to develop personally, theologically, and spiritually.

EXPECTED OUTCOMES

Our expectation is that the work of the Office Administrator will produce the following outcomes:

- Mutually agreed upon goals and benchmarks for the church office.
- Organized, clear, and up-to-date financial, attendance, membership, and other records.
- Organized and tidy office with well-maintained office equipment.
- Positive relationships with persons from congregation and community.

ACCOUNTABILITY

- The Office Administrator regularly reports to and is evaluated by the Senior Pastor and is ultimately responsible to the Staff-Parish Relations Committee for goal setting and performance review at least annually. If the Senior Pastor is not available, then the Office Administrator reports to the Staff Parish Relations lead.
- The position entails access to sensitive personal, financial and church information, and requires strict confidentiality and positive, even-handed and unbiased relationships with church members, staff, and constituents. These requirements could pose particular challenges for an applicant who is currently a member of UUMC due to existing relationships outside of job duties and office hours, and therefore, these issues will be thought through and discussed during the hiring process.

ABOUT UNIVERSITY UNITED METHODIST CHURCH

- **Mission:** We are an inviting Christian community that nurtures ever-stronger relationships with God, one another and our global family through passionate worship, loving fellowship, purposeful spiritual growth and willing service.
- **Vision:** We will grow as a church where people of all cultures, all nations, and all ages can come together to love and serve God and neighbor.
- **Values:** Love all people and honor the image of God in every person. Create community that mirrors Christ's ministry. Listen, learn and worship with an open spirit. Work for justice and practice peace in this community, throughout the world, and for all creation. Give generously of ourselves.
- **Welcome:** We invite people of all ages, cultures, races, sexual orientations, and gender identities to be you, be loved, and belong.