

POSITION DESCRIPTION

Building Coordinator

First Congregational United Church of Christ, Salem, Oregon

Title: Building Coordinator

Supervisor: Office Manager

Status: Hourly/Non-exempt; 16 hours per week; Monday – Thursday with very occasional evening/weekend hours (to facilitate building access)

Wage: \$18.00 per hour

Position Summary:

The Building Coordinator oversees all facets of building use and maintenance that require coordination as listed below. The Building Coordinator also provides assistance with general clerical responsibilities in support of all church business and is responsible for the function of the church office in the afternoon. This includes the following duties and responsibilities: greeting the public; administrative support for church pastor and staff, church moderator, council, committee chairs, and lay-leaders; general office duties; and written communications.

Ministry Team

The Pastor leads, mentors and supports the Ministry Team. The Ministry Team is made up of all church staff. The Ministry Team is charged with serving and problem-solving together to ensure the ministry of the church works smoothly and creates a welcoming and safe place for all people. Staff members often serve as the first point of contact for church and community members. All staff members are expected to demonstrate hospitality by offering an authentic welcome and assistance whenever and wherever needed. This may include assisting people in crisis and directing them to appropriate pastoral staff. Staff members attend Ministry Team meetings as requested by the Pastor and are expected to demonstrate discretion and maintain confidentiality related to sensitive church business.

Competencies:

- Demonstrates values of love, kindness, honesty, hospitality and fairness
- Demonstrates a positive and friendly attitude with compassion and caring for all people
- Demonstrates sensitivity and support for children, teens, the elderly, and adults with special needs
- Is able to manage multiple priorities and interruptions
- Is detail oriented

Qualifications:

- Has at least two years' experience in an office setting or related field
- Demonstrates absolute discretion and confidentiality related to church business
- Has knowledge of Microsoft Office software, particularly WORD and PUBLISHER, and general computer use
- Has willingness and ability to become proficient at the use of Church Windows software
- Has knowledge of, or ability to learn, Mail Chimp marketing email software
- Presents a professional appearance and manner at all times with service-oriented focus
- Demonstrates people skills and problem-solving skills when dealing with church and community members, and Church Council/Committees
- Demonstrates ability to be an effective and contributing member of the Ministry Team
- Has ability to work with a wide variety of people including Pastoral staff, support staff, committees, parents, youth, volunteers and general public
- Demonstrates trustworthiness in handling checks and cash
- Demonstrates excellent written and oral communication skills
- Is proficient with most generally-use office equipment

Duties and Responsibilities:

Facility Coordination

- Handles requests for use of the building, including assistance with wedding arrangements, obtaining deposits and payments, renting meeting space, and renting parking spaces
- Responds to routine requests or issues with longer-term renters working with the Pastor and the Trustees, as needed
- Develops contract for short-term and long-term renters
- Maintains calendar of activities and ensures that the Housekeeper is aware of schedules, special requests and event room set-up
- Communicates with various renters and parties using the facility when events are scheduled that disrupt normal room usage
- Along with the Housekeeper, works with vendors (copier, building and equipment maintenance, repair, etc.)

Greeting the Public

- Greets, responds to, and directs people coming to the church for counseling, emergency assistance, wedding arrangements, facility rental, maintenance, etc.
- Answers the multi-line phone and manage incoming and outgoing calls and voicemail, with some assistance from volunteers

General Office Duties

- Maintains the on-line and hard copy church calendar
- Purchases supplies, postage, and office equipment as needed
- Coordinates arrangements for repairs and maintenance with the Trustees
- Checks, replies to, and forward emails
- File printed and electronic documents and maintain files (Office Volunteer – file printed documents and maintain files)
- Prepare correspondence to conduct office business

Support for Church Pastor and Staff, Council, Committee Chairs and Lay Leaders

- Prepare correspondence for the church staff, Council and lay leaders as needed
- Process and distribute meeting minutes and agendas, when requested
- Produce printed materials as needed (Office Volunteer)

Written Communication

- Assists with the production of the church Directory
- Assists with and/or prepares special mailings such as Stewardship, Easter, Christmas, etc., using content submitted by pastors or committees
- Assists with preparation of the weekly bulletin and the weekly email as needed
- Responsible for monthly publication of Shalom/newsletter
- If able, assists with church's website maintenance

Evaluation: This position is evaluated annually by the Pastor, Office Manager and Personnel Committee. Upon hire a Six-Month Evaluation is done with the employee by the Supervisor. I have received and read this Position Description.

Employee _____ Date _____

Supervisor _____ Date _____