



## **Administrative Professional**

### **Position Description**

**Position Summary:** A person in this position is responsible for managing and directing the administrative and office responsibilities of an active, growing United Methodist church congregation. Responsibilities include management of the church office space, handling various administrative and financial tasks, ensuring the church is open for repair/service people who need to enter the building, and other administrative duties as assigned by the pastor. The person in this position is expected to operate with a high level of independence and professionalism and to uphold the values of the church (including acting with kindness, professionalism, and welcoming the marginalized) in their work and interaction with others. OSUMC is committed to being an affirming, reconciling, and anti-racist environment.

**Status:** Part-time

**Salary:** \$20/hour

**Hours:** 10-12 hours per week, across 3-4 weekdays. The position is paid for the hours worked each week.

### **Duties and Responsibilities:**

- Manage/facilitate OSUMC church office space.
- In coordination with the pastor, manage/distribute OSUMC phone messages and emails received.
- Collect, sort, and distribute OSUMC mail.
- Document/prepare checks received in the mail for deposit, and deposit checks/prepare deposit slip into the office safe.
- Weekly entry of Sunday service attendance, visitor data, and giving data into management software
- Maintain keys for office cabinets and lockbox (at the direction of LT and pastor)
- Maintain/order necessary OSUMC supplies (office/copier, worship materials, kitchen supplies)
- Maintain outdoor OSUMC sign updates
- Assist in the facilitation of the regular maintenance calendar for OSUMC building, appliances, elevator, copier, etc., with appropriate vendors (and in coordination with our Building & Grounds committee)
- Meet with vendors at OSUMC within regular work hours (or designate an appropriate OSUMC representative within a timely manner)
- Act as an approver for regular, ongoing OSUMC expenditures (e.g., copier expenses, paper charges, office expenses). If a monthly expenditure variance occurs, forward it to the appropriate ministry lead for a second approval.
- Prepare/fold weekly bulletin (in coordination with the OSUMC Worship Committee)
- Coordinate with the communications team re: the management of the OSUMC calendar and newsletter
- Coordinate records retention procedures for church office records
- Other related office / administrative duties as assigned by the pastor

**Physical Address:** 595 Oconee St. | Athens, GA 30605

**Mailing Address:** P.O. Box 6707 | Athens, GA 30604

**Email:** [oconeestreetumc@gmail.com](mailto:oconeestreetumc@gmail.com) | **Web:** [oconeestreetumc.org](http://oconeestreetumc.org)



### **Skills and Abilities Required:**

- Comprehensive knowledge of and experience with Microsoft Office 2007, including Excel and Word (basic layout/design in Word, and spreadsheet management)
- Comprehensive knowledge of and experience with Gmail or other email systems
- Email / Internet knowledge and experience
- Strong written and oral communication skills
- Demonstrated administrative and organizational skills
- Willingness and ability to work in a team setting
- Ability to multitask and manage workflow
- Ability to work well with supervisors remotely (via phone/email / Zoom) and in the office

### **Preferred Qualifications:**

- Familiarity with social media and technology
  - Facebook, Instagram
  - Graphic Design, such as Canva
  - E-Newsletters: MailChimp
  - Website platforms: WordPress
- Ability to read financial statements and facilitate basic bookkeeping transactions (training is also available to develop this skill)
- Initiative and creativity in promoting church programs, resources, and events in collaboration with program staff
- Previous office / administrative experience

**Supervisor:** This position is supervised by the pastor and is accountable to the Leadership Team.

All Oconee Street UMC employees are responsible for following all policies and procedures, including Safe Sanctuaries guidelines.

To learn more about Oconee Street UMC, including our vision and welcome statements, visit [oconeestreetumc.org](http://oconeestreetumc.org). All OSUMC staff are expected to support our welcome statement and status as a reconciling / affirming congregation.

OSUMC is an Equal Opportunity Employer and does not discriminate based on age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**To apply, please send a cover letter, resume, and contact information for three references to: Miki Chastain <[Miki.chastain@ngumc.net](mailto:Miki.chastain@ngumc.net)>**

**The first pool of applicants will be reviewed by April 5, 2024. This position will remain posted until filled.**

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