

Office Administrator
Job Description
Union Congregational United Church of Christ

Position summary:

Working under the supervision of the Pastor or his/her designee, performs all office procedures and other tasks as assigned by the Pastor or his/her designee. Hours are Monday through Thursday, 8:30 am – noon. Wages are commensurate with experience (\$16 to \$19/hour).

Duties and responsibilities:

- Oversee all aspects of general office coordination.
- Maintain confidentiality in *all* aspects of member, staff and church information.
- Greets and welcomes all visitors to the office including church members, vendors, and staff.
- Perform general clerical duties to include, but not limited to, e-mailing, keying computer documents, copying, faxing, mailing and filing.
- Create and modify documents such as, but not limited to, bulletins, newsletters, meeting minutes, annual reports, electronic memos, invoices, reports, other memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software, specifically Microsoft Word[®], Excel[®], Publisher, PowerPoint[®], Church Windows[®], Outlook[®], Google[®] calendar, website applications.
- Create as necessary an efficient filing system, organize and maintain records according to church policy and Federal guidelines for record retention, file and retrieve organizational documents, records and reports. This includes, but is not limited to, baptismal certificates, confirmation records, funeral and wedding information, all financial documents and board/committee/council/church correspondence.
- Answer telephones, transfers to appropriate staff member or answer routine questions about the church, building use, and scheduling.
- Open, sort and distribute incoming correspondence, including faxes and email, signs for and distributes packages.
- Prepare responses to correspondence containing routine inquiries.
- Set up and maintain records for staff, office space, telephones, parking, company credit cards and office keys.
- Maintain office calendar and distribute agendas and coordinate use of building for meetings of the Executive Council, boards, committee, outside users and other meetings.
- Order and maintain inventory of office equipment and office supplies as authorized and arrange for the repair and maintenance of office equipment as needed.
- Support staff in assigned program/project-based work.
- May supervise volunteers and other support personnel such as but not limited to newsletter volunteers, office volunteers.
- Other duties as assigned by Pastor or her/his designee.

Knowledge skills and abilities:

- Computer literate. Specifically, must have a good to excellent working knowledge of Microsoft Word[®], Excel[®], Publisher[®], Power Point[®] and Church Windows[®] Outlook[®], Google[®] calendar, website applications and the ability to, where appropriate, work between the software packages.
- Good writing, editing and proofing skills, analytical and problem-solving skills pertaining to office matters.
- Knowledge of principles and practices of organization, planning, records management and general administration.

- Working knowledge of the internet and web sites so can monitor and assist with maintenance of the organization's web site.
- Ability to communicate effectively with members, staff and visitors.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines.
- Ability to follow oral and written instructions.

Minimum Qualifications:

- At least three (3) years' experience in general office responsibilities and procedures.
- Must be computer literate with good to excellent skills in Microsoft Word ®, Excel ®, Publisher ®, Power Point ® and Church Windows ® Outlook ®, Google ® calendar, website applications.
- Knowledge of principles and practices of basic office management and organization.
- Knowledge of the basic principles and practices of bookkeeping.
- Ability to work well either alone or as part of a team.

7/13/2010

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