

## OFFICE ADMINISTRATOR POSITION POSTING

### *Wyomissing Church of the Brethren*

Submit resume and contact information to: [treasurer.wcotb+admin@gmail.com](mailto:treasurer.wcotb+admin@gmail.com)

**POSITION SUMMARY:** This part-time position provides clerical and administrative support for the pastor, Leadership Team, and all church activities. The position requires computer and communication skills. The individual serves as an initial contact for communication with the public and church members, oversees the running of the church office including scheduling, maintains church supplies, coordinates volunteers, performs mailings and recordkeeping, and coordinates scheduling and use of the building and facilities.

**ACCOUNTABILITY:** The office administrator is employed by the Leadership Team and reports to and is supervised by the pastor who provides regular performance feedback and conducts a formal annual performance review.

**HOURS:** 20-25 hours per week, Monday through Friday, at least four (4) hours per day scheduled with the pastor's approval between 8 a.m. and 2 p.m.

#### **QUALIFICATIONS, SKILLS, and ABILITIES:**

- Knowledge of office methods and procedures, filing, telephone techniques, and office equipment with strong trouble-shooting and office-equipment operation skills and the ability to organize and keep accurate records and files
- Strong organizational and time-management skills and the ability to assume and complete tasks with little or no supervision
- Intermediate computer skills or above with Microsoft Office, especially Word, PowerPoint, and Outlook, as well as an aptitude to learn other computer programs
- Good interpersonal and personal communication skills with the ability to maintain a good, professional working relationship with the pastor, other coworkers, congregants, volunteers, and the public. A hospitable and welcoming manner that makes visitors and telephone callers feel welcome
- Expertise in responding to people's inquiries; a professional manner when dealing with congregants, leadership, other staff members, and the public
- Capable of handling sensitive matters in a discrete and trustworthy manner and of protecting confidential information
- Ability to read, write, and speak the English language and excellent English grammatical and punctuation skills, with ability to edit others' work
- A working knowledge of a Christian church and its activities and willingness to learn about the culture and religion of the Wyomissing Church of the Brethren

**ESSENTIAL FUNCTIONS:** The essential functions that the office administrator performs include but are not limited to the following items. This list is illustrative of the type of duties and functions that the position performs.

1. Provide administrative and clerical support to the pastor
2. Answer the telephone, provides information to callers, responds to requests for information, and relays messages and information to the pastor and other appropriate persons, especially information on deaths, illness, hospitalization, and other concerns of church members
3. Provide general office support
4. Communications
  - a. Monitor email
  - b. Compose and send email blast and newsletter
  - c. Send prayer requests in coordination with the pastor as needed
  - d. Update and monitor online media – specifically website and Facebook page
5. Maintain congregational information database
  - a. Update and keep database current with new and changed information
  - b. Enter worship attendance
  - c. Prepare reports from database as requested
6. Administer building use
  - a. Keep track of room use and maintain building-use calendar
  - b. Receive building-use requests, provide building-use information and forms to applicants, check calendar for availability, send communication to appropriate team/committee for approval
  - c. Receive and record donations for building use; present donations for deposit
  - d. May include showing the facility to potential users and orienting them to the space
7. Function as the backup payroll clerk
8. Assist with volunteer recruitment, coordination of schedules, and delegation of work for volunteers; distribute schedules for volunteers; coordinates volunteer office coverage during scheduled absences of the office administrator

**WAGES:** \$12.00/hour to \$16.00/hour commensurate with experience

**BENEFITS:**

**Paid holidays** (based on a four/five-hour workday): New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas

**Paid Time Off (PTO):** Paid time off (based on a four/five-hour workday) provides for sick days, vacation days, and personal days that may be used as the need arises.