

| | |
|-------------------|-------------------------------|
| Job title | <i>Office Administrator</i> |
| Reports to | <i>Pastor (head of staff)</i> |

Job purpose

Trinity United Church of Christ (TUCC) in Wadsworth Ohio, an open and affirming congregation, seeks an Office Administrator, to provide administrative services to the pastor(s) and church staff, and to run the church office in an efficient and friendly manner to serve the pastors, congregation and visitors to the church.

Duties and responsibilities

The duties and responsibilities of this position include, but are not limited to:

- Provide standard administrative support to the Pastor, Trinity Staff, members of the Trinity UCC Council and designated committee chairpersons.
- Greeting visitors to TUCC and handling their needs/requests
- Design and otherwise prepare the weekly TUCC bulletin and newsletter and distribute as directed; gather all weekly announcements for the bulletin.
- Monitor TUCC email and respond as needed; maintain routine filing of paperwork and distribution of mail.
- Be the primary liaison with non-church entities who use the building.
- Order and maintain office supplies and equipment.
- Be responsible for the operating status of TUCC computer operations, including knowledgeable oversight of the TUCC web page, Facebook and other social media sites.
- Organize and maintain the TUCC calendar.
- Maintaining TUCC member/visitor database (Servant Keeper) regarding pertinent info (baptisms, marriages, weddings, deaths, membership status, address, email, phone, etc.)
- Provide limited backup support to the TUCC bookkeeper as needed, including preparation of all bills with account numbers and deliver to bookkeeper weekly.
- Work with a designated member of the congregation to count weekly offering, enter amounts to credit givers and deposit all monies in TUCC bank account; communicate amount deposited to bookkeeper.
- Work with the pastor to coordinate all baptism, wedding and funeral requests.
- Work with boards and the pastor in preparation of Annual Report and to prepare all Heartland Conference and Living Water Association reports and documents.

Qualifications

- High School diploma or equivalent; some college desirable.
- Proficiency in reading/writing;
- Knowledge of computers (hardware and software) as listed above.
- Administrative, computer and telephone experience are highly desired

Knowledge, skills, and abilities desired

- Phone skills: answering, responding, taking/delivering messages, follow-up
- Focus and multi-task with interruptions by staff, "walk-in traffic", machines running, phone ringing, etc.
- Interact and take direction from pastor(s), staff, council & committee chairs
- Effective Communication Skills: verbal/written with correct grammar/spelling
- Strong organizational skills, reading comprehension and attention to details
- Equipment: able to work/troubleshoot typical office equipment such as computers, copiers, & printers

Other requirements of the position

- Ability to maintain a compassionate and caring attitude and serve as an example of moral Christian values
- Ability to handle confidential information appropriately
- Ability to develop effective working relationships with all church members and staff; work as a team member
- Self-motivator with a passion for office management
- Integrity and trustworthiness as pertaining to possession of keys and use of the church facility
- Completion of satisfactory background check

Hours of work

- This is a part-time position, 20 hours, Monday through Thursday, 8:30 am - 1:30 pm

Salary

- Compensation based on experience and qualifications – to be discussed in person.

Interested Candidates

If you feel this position is for you, please submit a letter of interest and resume via mail or email to:

Trinity UCC – Office Admin Search Committee
215 High St.
Wadsworth, Ohio 44281

Or

search@ucctrinity.com