

**Bellevue United Methodist Church
Staff Position Requirements
Date: 6-20-2010**

**Position Title: Office Administrator
Responsible to: Staff-Parish Relations Committee
Reports to: Senior Pastor**

Principal Focus:

Because the church office is the information hub of BUMC, this position focuses on coordination of communications, staff support, and office management.

This position shall be a full-time position offering vacation and sick leave benefits in accordance with the terms of the *Bellevue United Methodist Church Personnel Policies and Procedures*.

Duties and Responsibilities:

1. Greet those who come into the office, answer their questions, give needed assistance, or refer them to the proper staff person.
2. Answer the telephone, give assistance or forward the call to the appropriate staff person.
3. Keep church records as assigned, in coordination with the congregation's Membership Secretary.
4. Prepare the Sunday bulletins, monthly newsletters, and other printed materials requested by staff and committees.
5. Keep a comprehensive file of all church committee minutes. Send out notices of committee meetings if requested.
6. Maintain church databases and BUMC Web site.
7. Organize and send bulk mailings.
8. Maintain a master calendar of all church activities and events. Receive requests for use of church space, refer and consult with staff and trustees as appropriate.
9. Provide clerical support to all program staff. Order curriculum materials and other supplies, as directed by staff.

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10. Schedule meetings and appointments. Maintain an adequate inventory of office supplies. Maintain office equipment and arrange for repairs when necessary.

11. Perform other tasks assigned by the pastor or by the Staff Parish Relations Committee.

Desired Skills and Qualifications:

1. Three years of office experience preferred. Proficiency in Desktop Publishing required. Knowledge of Microsoft Office, Word and Excel, and experience using a database.

2. Aptitude for effective communication with a broad range of individuals.

3. Ability to work with a minimum of direct supervision.

4. Supervisory skills sufficient to train, direct, and coordinate the work of office volunteers.

I have read and received a copy of my job description. If I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee Signature:

Date: _____