

Job Description for Office Administrator The First Church of Deerfield

The Office Administrator responsibilities shall include but are not limited to the following. There may be other responsibilities the Office Administrator will be asked to perform that are mutually agreed upon by the Office Administrator and the congregation.

This is a flexible part-time position, averaging 12 hours per week, with considerable week to week variability (5-15+ hours). Much of the work may be done off-site. Salary \$17-22/hr, depending upon experience.

Qualifications:

The Office Administrator must be able to work independently and respect confidentiality, and must demonstrate flexibility, an eye for detail, and good interpersonal skills.

Required: proficiency with QuickBooks and MS Word; spreadsheet and database experience; familiarity with payroll systems.

Desired: website and social media experience.

Successful candidate must provide references and submit to CORI check before hire.

Accountability:

The Office Administrator is accountable to the Executive Committee of The First Church of Deerfield through the Pastor. The Office Administrator takes direction from the Pastor and the Treasurer(s).

The Office Administrator meets with the Pastor at least monthly, to discuss the current administrative needs of the congregation and maintain clear communication regarding expectations and priorities.

Job performance will be reviewed by the Pastor and Treasurer(s) after the first three months of employment, and annually thereafter.

Administrative Responsibilities:

Produces and prints the weekly order of worship and other orders of worship as needed for special services including memorial services, weddings, music events, etc., in conjunction with the Pastor and the Director of Music.

Checks church phone for incoming messages daily, and maintains the outgoing phone message to keep it current with scheduled church events.

Sends and receives church mail, both U.S. mail and electronic mail, checking church email daily and responding to and/or forwarding messages to the appropriate persons within the congregation.

Maintains a current email list of members and friends of the church; compiles and sends weekly announcements and other all-church emails as needed.

Proofs and submits press releases, media notices, and advertising, as directed by Pastor or church committees.

Maintains the church website, including online calendar; posts events to social media as directed by the Pastor and church committees.

Approves and schedules building use, in conjunction with the Pastor and church committees. Maintains church building use calendar and reports building use times and dates to the Sexton.

Monitors use of and replenishes office supplies.

Maintains database of current church records, including church directory and official list of church members; in conjunction with the Pastor and the Clerk, records baptisms, deaths, memorial services, and weddings; references church historical records as needed (kept at Pocumtuck Valley Memorial Association in Deerfield).

Compiles and edits the Annual Report to the congregation.

Submits all denominational reports to the United Church of Christ (National, Conference and Association) and to the Unitarian Universalist Association (and its local Region).

Provides administrative support to the Pastor and church committees as needed; maintains file of all committee minutes.

Financial Responsibilities

Deposits monies collected by the church into the appropriate accounts, following procedures established by Executive Committee for on site, online, and mail donations.

Pays all church bills, retaining invoices and receipts, in coordination with Treasurer(s).

Records all deposits and payments in QuickBooks; submits accounts to Treasurer(s) for reconciliation with monthly bank statements.

Runs the church payroll and files all necessary forms (state and federal).

Tracks pledges, generating and sending pledge statements and year-end pledge reminders; sends acknowledgement of gift amount and thank you to those who pledge or donate each year.

Generates monthly reports for the Executive Committee.

Backs up all files and records on regular schedule and delivers backup to Executive Committee.