

# **Event and Office Administrator**

## **Background**

First United Methodist Church (FUMC) has offices and event space located at 416 Jefferson Street. In addition to regular, expected office management of church activities, First United Methodist Church is in need of someone to assume responsibility for marketing and improving utilization of rentable space, and managing the events including arranging for any additional staff that may be needed for larger groups.

## **Desired Personal Profile**

- Strong moral and ethical character and a strong personal faith in Jesus Christ
- Able to serve in a flexible schedule as duties require
- Preferred knowledge in Microsoft Word, Excel, Publisher, and Power Point. Ability to learn MediaShout, PowerChurch Plus, and Per Mar.
- Good written and oral communication skills.
- Ability to work independently and cooperatively with others and able to handle multiple interruptions. Team Member
- Preferably not a member of the First United Methodist Church.

## **Position Type Full Time – Exempt**

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the company. Exempt employees are not eligible to receive overtime compensation.

Office hours are generally 8:30 – 4:30. In weeks of high event activity and evening and weekend hours are required, the expectation is that the Office & Event Administrator will work with the Lead Pastor to obtain volunteers to help cover the office hours if time is needed for event coordination.

FUMC handbook contains information on vacation, sick and other institutional policies.

## Education

Familiarity with computer programs, basic graphic design, publication marketing, and social media. Become trained in AED, CPR, and First Aid upon gym completion

## Responsibilities

- Event Administrator

1. Promote LOFT as a community building.
2. Assist nonprofits, guests, and congregation in the use of the buildings.
3. Be trained in Kitchen Equipment, Computer Door knowledge, Per Mar, AED, CPR/First Aid, and basic building maintenance.
4. Provide high level of service to those in the space.
5. Edit, design advertising materials for print, website, and social media.
6. Schedule facilities tours with enthusiasm while answering questions and providing information (to eliminate many people telling different stories).
7. Facilitate signing of contract, collecting deposit, final payment, and follow up information.
8. Coordinate with UMW regarding rentals of kitchen, catering, dishes, and linens
9. Coordinate and oversee staff, caterers, security, contractor, and volunteers for event coverage. Take the lead in problem solving building situations, then communicate to supervisor.
10. Expedite room prep and tear down with parties, volunteers, and staff.
11. Oversee procedures and expectations regarding adult beverages in LOFT including security, clean up, and insurance.
12. Promote and Market building space in appropriate avenues.
13. Order needed supplies including but not limited to: toilet paper, paper towels, cleaning supplies, coffee, condiments, etc.
14. Communicate future possibilities and needs including but not limited to new nonprofit relationships, recommendation of new equipment (chairs, freezers), and Kitchen ceiling to reduce sound, etc.
15. Present Market research to appropriate committees regarding completion pricing and policies annually.
16. Other duties as assigned

## Administrative, Marketing, and Publications:

1. Promote the Church and LOFT including but not limited to: advertising, social media, website, and expo events.
2. Serve as receptionist and answer the telephone. Relay messages and handle general office duties.
3. Types, print, fold, and stuff Sunday bulletins. Email bulletins to staff, volunteers, etc.
4. Create weekly worship slides for both 9:00am, and 11:11am. Other services as needed
5. Oversee the compilation, assimilation, and mailing of The Tidings. Print and prepare for volunteers. Secure volunteers as needed.
6. Collects information from staff, ministry team chairs and leaders concerning their schedules, meetings and projects to include in weekly bulletin, monthly messenger and master calendar.

7. Sends e-mail (Pew News) to all church members informing them of current and upcoming events as needed.
8. Assist pastor as needed with typing, packet preparing, conference reports, copying, and other duties assigned.
9. Assist nonprofits as needed, ie Impact gatekeeper
10. Sort and process mail.
11. Maintain USPS account and mailings. Have knowledge of postal rules and regulations.
12. Order office supplies and handle repair calls as needed for office machines.
13. Help keep store room and office neat and orderly.

#### Treasurer

1. Keep all banking accounts in QuickBooks up to date. General. Designated. Landlord.
2. Write checks weekly.
3. Code, process, and file bills received by the church.
4. Secure signatures, two per check.
5. Balance QB with bank statements, printing reports each month.
6. Pay taxes in a timely manner.
7. Provide reports and resource committee meetings and teams upon request.
8. Assist financial secretary as needed.
9. Backup Weekly
10. Keep records of memorial gifts and track each family separatel
11. Process payroll

#### Membership Secretary

1. Keep membership and attendance records current in PowerChurch Plus data base. Back-up PowerChurch weekly.
2. Maintain accurate membership totals and provide reports as needed.
3. Record births, deaths, transfers, marriages, baptism, and new members in temporary book, and permanent book as defined by the *Book of Discipline*.
4. Prepare baptism certificates as needed.
5. Prepare a list of all deceased members and other funerals conducted by the pastor for All Saints Day.
6. Assist with statistical, charge conference, and directory reports.
7. Keep up-to-date information on college students.
8. Record weekly attendance count from ushers for averages and PowerChurch Plus.

#### Fair Trade Support

1. Maintain Fair Trade Daily Sales Spreadsheet.
2. Daily Balance drawer.
3. Attend monthly meetings.
4. Assist as needed.

