

# United Church of Christ of Hummelstown

## Office Administrator

### **FUNCTION:**

Provide direct clerical and administrative support to the Pastor and the church, act as point of contact for church publications, building use and data management.

### **REPORTING STATUS:**

The Office Administrator reports to Pastor with input and integration with the Gift Team Board.

### **QUALIFICATION REQUIREMENTS:**

A High School diploma or GED is required. Knowledge of Microsoft Office program Publisher required. Knowledge of Word, Excel and Power Point, Church Database systems, Mailchimp or equivalents preferred. Demonstrated office experience with church related experience preferred. This position requires a high degree of independent action and self-motivation. Maturity, sensitivity and confidentiality are essential to this position at all times.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Maintain regular weekly scheduled office hours, to be determined in consultation with the Pastor.
2. Maintain a professional office environment.
3. Provide general and specific information regarding the church and its programs to regular disciples as well as the general public as needed.
4. Greet and assist weekday visitors to the church. This includes responding to requests for financial assistance from individuals in need. Act as the point of contact for Good Samaritan funds requests, maintain records, passing information along to committee chairperson.
5. Process all telephone calls, emails, postal mail and other church communication.
6. Process purchase orders and check requests.
7. Prepare and distribute weekly, monthly and annual publications. This includes bulletins, emails, newsletters and annual reports.
8. Coordinate Money Counter paperwork
9. Maintain church files and records, both hard copies and electronic. This includes, but is not limited to records relating to births, baptisms, confirmation, weddings, deaths, etc.
10. Coordinate with the Church Webmaster as needed to keep the church's website and calendar up-to-date
11. Maintain the church calendars and volunteer schedules
12. Responsible for the operation and maintenance of the church database using Planning Center.
13. Maintain and monitor an inventory of all necessary office supplies and office equipment, including scheduling necessary repairs.

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14. Monitor the fire security and alarm systems and report any problems to the Administrative Gift Team (Building and Grounds Committee chairperson), Pastor and Gift Team Board Chairperson.
15. Act as point of contact for building usage from outside groups.
16. All other duties as assigned by the Pastor and Gift Team Board.

### **COMPENSATION AND BENEFITS:**

#### **SALARY: \$16/ hour**

The Office Administrator is an hourly position. The average work week is expected to be 18-20 hours. The schedule of days and hours will be created in conjunction with the Pastor to ensure necessary coverage of the church building and overlap with the Pastor. The number of hours and the hourly rate is to be reviewed, at least annually, by the Pastor and Gift Team Board.

#### **VACATION:**

Conditional upon receipt of a satisfactory 90 day evaluation, the Office Administrator shall be entitled to vacation time equivalent to one work week, twenty (20) hours during the first full year of employment. After the second full year of employment forty (40) hours of vacation time shall be given. After five years of employment sixty (60) hours shall be awarded. Time away does not accrue and may not be carried or accredited to the next year.

#### **PERSONAL / SICK LEAVE**

Sick leave is to provide income continuation to employees who are unable to work as a result of illness or injury, or the occasional time when he/she is needed to care for an ill member of the household. Personal leave is provided for employees to accommodate the rare occasion when it is necessary to be absent from work for reasons other than those covered under other leave policies. The Office Administrator is eligible for 20 hours, 3 typical work days of sick or personal leave. These hours do not accrue and may not be carried or accredited to the next year. Additional personal time off is permitted, with approval from the pastor, without pay or by completing hours on another day. The pastor must approve all personal leave time.

#### **HOLIDAYS:**

When certain holidays during the year are observed on days the Office Administrator would typically be scheduled to work, the employee will receive holiday pay for the regularly scheduled number of hours. The holidays observed are: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas Day.

#### **EDUCATIONAL SEMINARS**

The opportunity to attend educational workshops to enhance the skills of the

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Office Administrator

Office Administrator will be reviewed and approved by the Pastor and Gift Team Board.

**TO APPLY:**

Send cover letter and resume, including at least 3 references that can speak to your employment history to [search@hummelstownucc.org](mailto:search@hummelstownucc.org)