

## **Job Description for Office & Communications Manager**

### **Responsibilities/Duties/Expected Outcomes:**

The Office & Communication Manager is the primary administration and reception support in the church office. This position provides the first touch point for visitors and members entering the church during the week. The importance of being a kind and friendly face is paramount. This position provides assistance and information and also arranges access to the Pastor. This position produces or oversees the production of the main forms of communication to the congregation and Annual Conference including but not limited to newsletters, email, mailings, website and social media platforms (e.g. Facebook, Twitter).

The Office & Communications Manager acts as a connector, evaluating an inquiry and connecting the inquiry to the appropriate person or committee for support. The manager is the primary contact for scheduling activities in the church and maintains the church calendar.

### **Responsibilities include:**

#### **a. Office Administration**

- Answer phone and receive messages for church staff
- Maintain office files and church calendar
- Maintain church membership records
- Provide on-going support and assistance to the Pastor
- Be proficient in using electronic means of communication and scheduling
- Maintain and schedule facility use by both church and non-church groups
- Purchase office supplies
- Maintain communication between lay committees and church staff
- Assist in administrative tasks for preparation for Sunday Worship Service (i.e. preparing slides, sending out communication, etc)
- Other duties as assigned by Pastor and Council Chair

#### **b. Communications**

- Assemble and edit church publications (i.e. weekly worship help communications, prayer requests, weekly digital newsletter, additional communications)
- Work with Communications Chair to coordinate keeping the church website and Facebook (and Instagram) page current and synced
- Update public-facing communications including bulletin boards, monthly printed newsletters, etc.



**Time Commitment/Compensation:**

This is an ongoing, paid position based on 24 hours per week, 9:00 a.m.-3:00 p.m. M –Th  
Hourly rate between \$20-\$22 per hour, depending on experience. Position includes two weeks PTO for vacation; sick leave; and includes up to 11 paid federal holidays per year.

**Starting Date:**

A.S.A.P.

**Additional Responsibilities:**

The Office & Communication Manager is responsible for maintaining and purchasing office supplies and office expenses within the approved budget. This position has authority to schedule facility use, escalating any scheduling conflicts to Pastor for resolution. This position also has the authority to accept and/or edit articles submitted by the congregation for use in newsletter and other communication vehicles due to time and space constraints. This position is in-person and utilizes equipment provided by the church. This position may occasionally need to perform job-relevant errands, such as picking up office supplies at Costco or Staples. Gas will be reimbursed at the federally approved rate.

This position may recruit persons or teams to volunteer to execute certain job duties under supervision of the manager. The volunteers are accountable to the manager and must perform the delegated tasks at an acceptable level defined by manager.

**Accountability:**

The Office & Communication Manager is expected to:

- Possess a high degree of ethics; be able to keep sensitive information confidential
- Possess excellent interpersonal skills
- Work with minimal supervision; be self-directed to complete tasks
- Show applicable work experience
- Possess accurate and proficient computer skills including use of Microsoft Office and other related software
- Hold High School diploma or equivalent
- The manager is not required to speak in front of the congregation but may do so from time to time when recruiting for volunteers. It is not required that the manager be a member of Covenant United Methodist Church or to attend worship at Covenant UMC.
- The Office & Communications Manager is accountable to the Pastor and Church Council.

**Requirements:**

Must be able to pass a background check and be able to adhere to “Safe Church” policies.

