

Christ United Methodist Church
350 Saratoga Road Amherst, NY 14226

Position Title: Office Administrator

Classification: Part Time hourly (Non-exempt) Position 9 AM – 2 PM (M, W, F)

Purpose: To support Christ Church’s mission and vision to make connections and offer opportunities for faith, love & service.

Accountability: The position reports to the Senior Pastor

Job Summary: Connects with the congregation and the community in person, on the phone and through U.S. mail, e-mail updates, and social media. Creates bulletins and power points for worship, weddings, and memorial services, oversees the church calendar and building use, oversees bills and payroll

Essential Functions:

- Answer and screen phone calls and e-mails, sort mail, greet visitors in a friendly manner
- Coordinate and collaborate with church staff, assist where needed
- Create slide shows for monitors
- Update church calendar
- Coordinate with groups using the facility, schedule building use and obtain forms
- Create bulletins as needed and power point slides for worship and special services
- Update website and social media, distribute weekly e-mail and monthly newsletter
- Refreshes website and makes weekly postings to highlight current church activities
- Record weekly attendance and sick leave records of all staff
- Manage online giving by congregation members
- Call in payroll bi-weekly
- Obtain payment authorizations and mail bill payments
- File financial reports, paid bills, and payroll in Finance Office
- Place orders for office supplies and for church teams as needed

Other Duties & Responsibilities:

- Print and mail church-wide mailings as needed
- Compile Annual Report for Church Conference
- Compile annual statistical reports for UNYUMC
- Maintain annual licenses
- Coordinate details for weddings and funerals/memorial services
- Miscellaneous tasks as needed

Qualifications & Required Experience:

- Associate Degree or degree from Business School preferred
- Experienced with Microsoft Office Suite (Word, Excel, Publisher, Power Point)
- Technology skills: advanced computer knowledge, internet/social media, website platforms
- Proofreading/editing skills
- Good communication skills, collaborative, works well with a team
- Background check required

Updated and Approved by SPRT on April 19, 2021