

Communications and Operations Coordinator
Hourly + Benefits, Full-time Non-Exempt Position
Point Washington United Methodist Church
Average Weekly Worship Attendance: 300
Location: Santa Rosa Beach, FL

To Apply: Please email a cover letter and resume to the attention of Rev. Amy Persons at apersons@pwumc.org. Both cover letter and resume are necessary for an application to be reviewed.

About Point Washington United Methodist Church and Staff Positions:

Point Washington United Methodist Church is a thriving community of faith in the 6th fastest growing county in the United States. An historic congregation of the United Methodist Church, Point Washington UMC offers both traditional and contemporary worship services and engages members in mission and outreach within our community and beyond. We are a church home to locals, part-time residents, and visitors because of our unique location on the shores of paradise – between the Choctawhatchee Bay and the beautiful white beaches along Florida’s 30A!

Point Washington UMC seeks to create an environment where visitors and members are welcomed with Christian hospitality and nurtured as disciples of Jesus Christ in order to be sent into the world to convey God’s love. Our mission is *To Know Christ, To Love Christ, To Make the Love of Christ Known*. The presumed priority of every PWUMC staff position is to work with joy as a member of a body of Christ, performing his/her particular tasks to the glory of God, ultimately impacting our mission of making disciples of Jesus Christ for the transformation of the world.

General Description: With this in mind, the Communications and Operations Coordinator will seek to live out the mission of the church by providing full-time (35-40 hour/week) support for our Pastor(s) and ministry programs. This energetic and friendly person will be a self-motivated problem solver who serves in the heart of our church office and represents Point Washington UMC to the community as the first point of contact for those reaching out by phone, online, or in person. Duties will include administrative and operations projects, database management, and public relations/communications support.

Primary Responsibilities:

- Administrative and Operations Projects
 - Provide daily administrative support to the Pastor and ministry staff.
 - Coordinate the church calendar and schedule campus facilities.
 - Manage inventory and supply ordering to ensure office operations and the campus’s two kitchens are appropriately stocked.
 - Manage overall office operations and problem solve as needed when groups or ministries are affected by competing needs.
- Database and Information Management

- Collect, manage and maintain appropriate files on all members, visitors and leadership in our management software (currently Church Community Builder).
- Oversee the church's current software, keeping database and functionality up-to-date and answering questions from members/laity.
- Public Relations/Communications Support
 - Serve as our primary receptionist and first contact for guests and exercise strict confidentiality as it pertains to all facets of job duties and interpersonal interactions.
 - Prepare weekly bulletins, monthly newsletters, and any other print materials and/or slide presentations as needed.
 - Train interested church and committee members on use of current church software.
 - Attend Church Council meetings and staff meetings as designated.
- Other duties as assigned.

Anticipated Time Commitments: The position is considered to be full-time with an average weekly expectation of 35-40 hours per week.

Salary Range: \$17.50 to \$20.00 per hour (based on experience) + full-time employee benefits.

Supervision: This position is under the direct supervision of the senior pastor and will actively receive and participate in the supervisor's annual verbal and written performance feedback and evaluation.

Skills, Knowledge, Abilities and Experience:

- Profess Christianity.
- Ability to be self-motivated and work well independently without supervision, as well as work successfully as a loyal member of a team.
- Education Preferred: Associate or Bachelor's degree, or certification of training as an executive or administrative assistant, and at least three years experience in an office environment.
- Knowledge and skill in operating traditional office equipment and a high level of ability to fluently use computer applications such as spreadsheet, database, word processing and design software (i.e. Microsoft Office and/or Apple or Adobe programs).
- Ability and willingness to learn and master new computer programs/software, to include the church's current software.
- Skill in completing assignments accurately and with attention to detail.
- Skill in organization, including the management of resources and inventory in line with budgets to keep supplies adequately stocked.
- Ability to see what needs to be done and enact a plan of action, including continually looking for ways to improve and enhance office operations and management.
- Ability to communicate effectively in both verbal and written form.
- Ability to recruit, train, and manage office volunteers.