

KAILUA UNITED METHODIST CHURCH
1110 Kailua Road, Kailua, HI 96734

Our Mission: To make disciples of Jesus Christ from all generations

Our Vision: To be a Christ Centered knowing, loving, serving o’hana

Job Description

Position Title:	Office Administrator	Date: December 6, 2018
Status:	Part-time, exempt – 19 hr/wk	
Salary:	\$20,000	
Reports To:	Lead Pastor	
Prepared by:	Kailua UMC Staff-Parish Committee	

Ministry Description

The Office Administrator plays a vital role in the purpose and ministry of Kailua UMC by working with the Lead Pastor, staff and ministry area leaders to help guide, direct and manage the critical day to day operations in support of the church’s goals. S/he communicates the mission and values of Kailua as the primary hub for communication and, the Office Administrator, fosters a hospitable environment at Kailua by managing the facility schedule and ensuring it is open, secure and ready for all who use the facility, that they experience a sense of hospitality and that they take appropriate responsibility in ensuring others can experience the facilities in the same way. Through the Office Administrator’s leadership the ministries of Kailua will feel supported in living out their mission.

Essential Duties:

- Maintain Office hours from 9am-1pm Monday-Thursday.
- Manage church database management system, maintaining current membership, contact information, directory pictures, and communication preferences, among other needs.
- Assist in training staff and lay ministry leaders in using church management system.
- Manage facility schedule—process facility use requests, maintain accurate and up-to-date facility calendar, facilitate the use of keys and security codes, and facilities are clean before and after events.
- Manage and respond to mail, email and bills and distributing to appropriate designees on a timely basis.
- Develop, edit and manage e-newsletters, bulletins, brochures, printed newsletters and other communication materials
- Support a social media strategy and manage Kailua UMC’s social media accounts in collaboration with clergy, staff and lay leaders.
- Assist in managing church webpage and maintaining up to date and accurate information.
- Assists in the financial processes by submitting invoices and bills to bookkeeper, ensures all checks are signed by appropriate designees
- Maintains operations efficiency by ordering adequate office supplies and scheduling routine inspections of office equipment.
- Assists church ministry leaders and members by providing administrative assistance and various other church-related information and research.
- Meet contractors and service workers during office hours, giving access to required areas of the facility and grounds.

Other Duties:

- Performs background checks on all employees and volunteers who interact with children
- Performs other related duties as assigned.

Working Conditions/Hours:

- Indoors, air-conditioned
- Monday - Thursday, 9:00 am – 1pm
- Duties may require occasional evening hours with compensatory time off.

Minimum Requirements:

- BA degree or equivalency in experience and/or education

Skills and Requirements:

To perform this job successfully, an individual must use sound judgment, make independent decisions, maintain confidentiality, learn to follow basic United Methodist policy, and perform each essential duty satisfactorily. Additionally, the individual must have:

- Passion for Christian faith and enthusiastic support of Kailua UMC's mission and vision.
- Excellent and enthusiastic written, verbal and interpersonal communication skills
- Great organizational skills and attention to detail
- Ability to train and coach both staff and volunteers in communications strategy and best practices, including the use of chosen technologies for communications (i.e. Mail Chimp, Planning Center Online, etc.)
- Ability and enthusiasm to learn other software, for example, content management systems or other social media platforms
- Team-orientated person with experience working in diverse groups successfully
- Sensitive to the interpersonal dynamics of working within a church or non-profit

Also Highly Desirable Skills:

- Adobe Creative Cloud experience (primarily InDesign)
- G-Suite, Google Ad-Words and Analytics experience
- Mail-Chimp Experience

APPROVED:

Deborah Tom, SPRC Chair

Pastor Brian Belting, Lead Pastor

Steve Platt, Council Chair

Date