

Office Manager

Job Description

Batavia United Methodist Church, 8 N. Batavia Ave., Batavia, IL 60510

General Description

The Office Manager is responsible for the administration and communication of all workday functions and is the first point of contact and face of Batavia United Methodist Church. This position requires a warm, compassionate and caring presence for people at all times. It is a team-centric position involving all staff, leadership, volunteers, congregants, and community members in efforts to support all activities, services and special events.

Essentials

- Part-time / 30 hours per week
- Salary based on experience

Qualifications

- 2 years administrative experience in a related field
- Ability to coordinate staff, volunteers and outside services for all office related needs
- Excellent communication skills, be personable, pay attention to detail and provide follow-up
- Ability to organize and prioritize work
- Ability to establish and maintain effective systems for records and operations
- Be a self-starter and be able to work well under pressure
- Good computer skills, especially in Google Workspace (Gmail, Docs, Sheets, Forms), and Microsoft Publisher. Familiarity with Microsoft Office Suite, Canva, Power Church and Adobe Acrobat helpful
- Ability to maintain strict confidentiality regarding members and staff
- Committed follower of Jesus Christ

Position Details

General

- Answering the phone and emails daily and provide front door hospitality
- Ensure quality and consistent information to our congregation across all modes of communication (weekly emails, bulletin, social media, website)
- Manage all church records and update/maintain church database
- Supervise production of weekly worship service bulletin & special seasonal worship bulletins and supplies.
- Generate Statistical and Church Conference reports to supply data to the Northern Illinois Conference and committees at local church.
- Maintain a membership management system by tracking church attendance, record keeping of baptisms, weddings, membership, and contributions.
- Other duties as assigned by the Lead Pastor

Financial

- Manage or supervise bill payment
- Input giving

- Support the Book Keeper & Finance Team as needed

Properties

- Manage all ministry and building schedules and communications
- Coordinate with those doing day-to-day cleaning, organization and maintenance operations of the church
- Be the first point of contact during weekdays for building maintenance issues.
- Support Trustees as needed to provide access to the building for contractors.
- Maintain an inventory of church property and equipment

Work Schedule

- This position reports directly to the lead pastor
- This is a part-time salaried position, which is 30 hours per week (but could be adjusted to be slightly more or slightly fewer hours/week)
- Working days are preferably all M-F 9:00 am – 3:00pm. Weekend availability may be required from time to time, in which case comp time will be provided
- Paid time off according to the church's leave policy, subject to approval by the lead pastor

Send resume to Pastor Melissa Meyers, pastormelissa@bataviaumc.org