

Trinity United Methodist Church

650 West Golf Road, Mount Prospect, IL. 847.439.0950 www.trinitymp.org

(Send inquiries to TUMCCareers@gmail.com)

Position: Office Administrator
Reports to: Pastor
Status: Part-time
FLSA: Exempt
Status: Part-time

(Monday-Friday, 25-30 hours per week, salary commensurate with experience and education)

The Office Administrator will provide leadership and oversight to systems of management within our church office, in order that the good news of Jesus Christ might be shared within our congregation and surrounding community.

Essential Functions:

- Serves as the “first voice” for all communications and visitors to the church office
- Provides administrative and clerical support to pastor and staff
- Maintains church database, keeping all records up to date and accurate
- Provides support for all church communication. (e.g. mailings, email blasts, etc.)
- Produces printed and electronic materials for weekly and seasonal worship, special events
- Coordinates church calendar and daily/weekly room usage needs
- Serves as primary contact for scheduling of all building usage
- Serves as purchasing agent for office and church supplies
- Provides administrative support to church leaders and volunteers in any area of ministry
- Manages maintenance of church office equipment
- Serves as liaison to the Trustees, in matters regarding maintenance and upkeep of church building, equipment and grounds

Other Responsibilities:

- Participates in weekly staff meetings
- Provides support for special events and meetings as needed

Minimum Qualifications:

- One year of experience in business or office environment, or equivalent experience
- Excellent computer skills, including knowledge of Microsoft Word, Outlook, Excel, PowerPoint, Google Docs, Internet, Social Media
- Knowledge of standard office equipment and it’s operation
- Experience in a church environment: as a member, volunteer, or staff person

Physical Requirements:

- Some lifting required (supplies delivered at front door)

Core Competencies:

- Skilled at Attention to Detail
- Ready and Able to take Initiative (Self-Starter, Action-Oriented)
- Proven Interpersonal skills
- Adept at Time Management
- Oriented towards team work
- Excellent Verbal and Written Communication Skills
- Ability to initiate and take ownership of tasks, deadline-oriented
- Excellent organizational, analytical, decision-making problem-solving skills
- Ability to maintain confidentiality

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Interested candidates should submit a cover letter outlining their interest in the position, the skills and gifts they possess, and include a resume. Applications are available on our website at www.trinitymp.org or by email request at TUMCCareers@gmail.com and will be accepted by mail or email at the addresses below until the position is filled. Resumes will be reviewed as received.

The selected applicant must successfully pass a background check as part of Trinity United Methodist Church's Safe Sanctuary Policy.

Email to: TUMCCareers@gmail.com

FAX to: (847) 439-9915

Mail to: Trinity United Methodist Church
Attn: Staff Parish Relations Committee Chair
605 West Golf Road Mount Prospect, IL 60056