

First United Methodist Church
Elmhurst, Illinois
Church Administrator
30 hours per week (M-F, 9 am to 3 pm)

Main Responsibilities

Communications

- Coordinate, prepare, and distribute all weekly and monthly communications.
- Create and distribute letters to visitors, email blasts to the congregation, and press releases.
- Assist staff with flyers, pamphlets for programs and marketing, mass mailings, and information for effective communications for staff ministries.
- Effectively manage all church communications: including telephone, email, inter-staff and inter-committee communications and website.
- Prepare official reporting to the annual conference, coordinate responses from staff and membership and combine and submit report per annual conference requests.
- Appropriately distribute messages to staff, especially pastoral concerns.

Building

- Oversee the contracts for building use by external groups.
- Coordinate use of the building for conferences, community events, weddings, funerals, etc.
- Maintain the calendar for all church events, including the use of space.
- Direct vendors on day to day basis for meter reading, elevator inspection, fire department, etc.

Office Management

- Perform all weekly, monthly, quarterly tasks as needed.
- Train and manage the volunteer staff
- Update and maintain the church database and electronic files
- Answer phones, provide assistance, and responsibly manage messages for pastor and staff.

Skills and Minimum Qualifications

- Two-four years' experience in office administration including church office
- Compassion and professionalism
- Experience in social media management, online environments (ie. Google docs)
- Strong organizational skills
- Ability to multi-task, prioritize, and meet deadlines
- Strong communication and verbal skills
- Proficient in Microsoft Office (Excel, Word, Powerpoint, and Publisher)
- Data base experience is preferred.
- Ability to pass a background check.

Please send cover letter and resume to admin@umcelmhurst.org