



## CHURCH OF THE SAVIOUR UNITED METHODIST | JOB DESCRIPTION

**Position:** **Building and Office Administrator**  
**Part-Time Position**

**Accountable to:** **Director of Operations**

**Job Summary:** The Building and Office Administrator has two general functions. As the first touch with the inner offices of the church, the office administrator shall answer telephone calls and direct them as needed, as well as greet members of the church community, visitors, vendors, and other persons and endeavor to assist them. Second, they shall perform other tasks assist scheduling of the building, security and vendors coming in and out of building.

### **Spiritual Requirements:**

- Be a committed follower and believer of Jesus Christ, seeking to love, grow, and serve God by greeting all persons in a warm, inviting way.
- Understand and be able to champion and uphold the mission and values of Church of the Saviour United Methodist.
- Commitment to personal spiritual growth and healthy lifestyle.
- Considers this position a ministry, not a job.
- Personally practices healthy relational boundaries and fiscal integrity.

### **Job Responsibilities:**

The Building and Office Administrator shall be responsible for the following:

- Answer telephone and then direct calls to the appropriate party
- Maintain the voice mail announcement/message system
- Greet all persons and assist them when possible and appropriate
- Contact phone vendor if necessary, to help manage phone system issues
- Prepare daily church calendar of events and locations
- Coordinate with staff members on the scheduling of meetings or events and the locations
- Coordinate with church organizations on requests for the scheduling of meetings or events and the locations

- Coordinate with outside organizations that have been approved for use of church facilities on requests for the scheduling of meetings or events and the locations
- Train staff members on use of scheduling of meeting and events
- Program and update the heating/cooling schedule for the events and locations on the church calendar
- Maintain the scheduling of doors/security system to meet the daily calendar of events in the building.
- Order all office supplies
- Sort and distribute mail
- Maintain the postage meter
- Oversee and complete bulk copy jobs and mass mailings
- Update the message board with hospitalizations, deaths, and congregational care concerns
- Coordinate altar flower schedule and payments
- Maintain a wedding information booklet and provide it to interested parties when requested
- Perform other duties assigned by the Senior Pastor

**Job Qualifications and Experience:**

- High school graduate
- Bachelor's Degree in administration or related field preferred
- Previous experience as receptionist preferred
- Team oriented with excellent relational skills
- Must be proficient with Microsoft Office and possess basic computer skills. Must have the ability to learn and utilize church database
- Must possess a strong desire to invest in good relationships with church staff, the church community, and visitors to the church

**Hours Required:**

- Twenty-six hours weekly

If interested, email [staffparish@cos-umc.org](mailto:staffparish@cos-umc.org) to apply!