

**Job Title:** Administrative Coordinator

**Job Type:** Part-Time (20 hrs/wkly)

**Closing Date:** March 23, 2018

**Location:** Dayspring United Methodist Church

1365 E. Elliot Road

Tempe, AZ 85284

(480) 838-1446

DayspringUMC.org

**Primary Function:**

Staff church office Monday thru Thursday, 9:00am – 2:00pm, and provide administrative support and assistance to the four pastors and church staff. Provide information, resources and assistance to the congregation and community partners.

**Qualifications Required:**

- Trustworthiness and discretion with confidential data and conversations
- Ability to meet people with compassion and understanding
- Competence in Microsoft Office and database management
- Ability to maintain an orderly filing and record keeping system
- Ability to compose letters with proper usage of grammar, punctuation and spelling.
- Ability to assume responsibility and follow through independently

**Administrative Duties and Office Responsibilities:**

- Work closely with senior pastor and staff members in utmost confidence and collegiality
- Provide information and assistance to congregation and community partners
- Provide administrative and organizational assistance to pastors, staff and others as directed by the senior pastor
- Serve as receptionist for church office. Answer the phone and handle messages for staff.
- Pick up email messages and answer and/or route appropriately
- Open mail and distribute daily to staff members
- Keep various church records of current baptisms, weddings and deaths
- Print and distribute weekly and special service bulletins (i.e. wedding, funeral, etc), monthly newsletter, and seasonal mailings
- Coordinate the calendar of events and meeting schedule, including outside groups, with the Minister of Spiritual Formation for Youth and Adults
- Maintain an up-to-date church mailing list with complete addresses and phone numbers.
- Facilitate first time visitor follow-up
- Maintain inventory of office supplies and paper
- Arrange for professional printing as needed
- Prepare correspondence for the pastors and staff members as requested
- Record worship attendance
- Provide support to volunteers who need administrative or organizational assistance
- Complete other tasks assigned by the Senior Pastor

If you are interested in this position please email your resume to David Barnhouse, Staff Parish Relations Committee Chair, at [SPRC@dayspring-umc.org](mailto:SPRC@dayspring-umc.org) by March 23, 2018.