



## **Wesley United Methodist Church**

### **Administrative Coordinator Description**

**Job Purpose:** Coordinates office responsibilities to ensure administrative functions are performed with accuracy, efficiency, and hospitality. Coordinates the facilities to ensure proper functioning of the building, grounds, and related equipment. Coordinates with the Treasurer accounting practices to ensure proper functioning of the financial process. Coordination must be consistent with the vision, mission, and core principles of Wesley United Methodist Church and reflect both excellence and servanthood.

#### **Office Expectations:**

1. Recruit, train, and coordinate volunteers as necessary for completion of specific responsibilities.
2. Ensure scheduling of events and maintaining and updating of church calendar.
3. Ensure the recording of weekly contributions and financial records for donors are updated.
4. Ensure the preparation and mailing of quarterly contribution reports to donors.
5. Ensure information is prepared for treasurer to report to the Pastor and Governing Board.
6. Ensure all financial duties are properly completed such as prepare and print checks, calculate payroll, and produce financial reports.
7. Ensure the recording, tracking, and acknowledging of memorial contributions, including preparing reports as needed.
8. Ensure the recording, tracking, and acknowledging of endowment gifts, including preparing reports as needed.
9. Order supplies and manages inventory.
10. Maintain and update procedure manual to include workflow processes, recordkeeping and filing systems, office layout, passwords and codes, and reporting procedures.
11. Maintain web site and email communications
12. Prepare correspondence from Pastor and Governing Board

#### **Facilities Expectations:**

1. Assist the Pastor to plan, organizing, and overseeing maintenance and repairs.
2. Assist the Pastor and Governing Board to plan, organize and oversee renovations and construction projects.
3. Oversee janitorial, facilities staff, communications, or subcontractors as necessary.
4. Coordinate room set-ups and breakdowns.
5. Coordinate the opening and closing of the church facility for all operations of the church.
6. Maintain building security systems. Respond to building emergencies as needed during off-hours.

7. Assist pastor with updating and maintaining files on the building, property, equipment, insurance, specifications, and warranties of the church.
8. Assist the pastor in achieving goals as approved by the Governing Board. Work with the pastor to ensure that all expenditures are within the established budgets of those ministries and that the expenditures reflect the priorities as defined in the Guiding Principles of the organization.
9. Work with the pastor to develop an annual budget.
10. Constituents are defined as members of the congregation, friends of Wesley engage in ministries of the church regularly or any individual participating in any ministry. The coordinator will ensure that no conditions, procedures, discussions or decisions that are unsafe, undignified, disrespectful or unnecessarily intrusive will be allowed. Coordinator will ensure that interactions with constituents that fail to provide appropriate confidentiality or privacy will not be allowed.
11. Coordinator will ensure that there are no conditions that are unfair, undignified or disrespectful with respect to the treatment of other coordinators. This extends to relationships within the staff, unpaid servants as well as the relationship between those and the whole of the congregation.
12. Perform other duties as required or assigned.
13. Property Manager role – establishing and maintaining relationships with space sharing partners
14. Part of building project team with Pastor and Building Trustees
15. Enable online donation, text-to-donate capability
16. Shovel and salt front steps when needed

**Job specifications:**

- Honor the Christian faith.
- Commit to the Core Principles of Wesley United Methodist Church
  1. See the Image of God in all People
  2. Celebrate Diversity and Differences
  3. Welcome all People with Radical Hospitality
  4. Develop Spiritual Maturity
  5. Work Towards Excellence
  6. Live a Life of Repentance and Reconciliation
- Strong computer skills, including proficiency in the Microsoft Office suite and the ability to maintain reports using accounting software like Quickbooks.
- Basic understanding of building structures, including mechanical, electrical, and HVAC systems.
- Excellent communication skills, both verbal and written.
- Good organizational and interpersonal skills.
- Good analytical ability.
- Adapt to change easily.
- Exercise discretion and maintain confidentiality in dealing with members of the church and the records kept in the church office.
- Work independently as well as follow directions of supervisor.
- Ability to work quickly and accurately.
- Spanish fluency preferred, with cross-cultural experience desired.

**Immediate Supervisor:** Pastor

**Final Amenability:** Pastor

**Cooperative Relationships:** This part-time employee will be considered Church professional staff [paid servant] and will work with and under the direction of the Pastor. This employee will work as a team member with all church staff, as well as the Governing Board, other coordinators and congregational volunteers. To the extent that the Pastor may have connectional responsibilities within the Conference or the General Boards of the Church, the Office and Facilities Manager will cooperatively work with persons in the larger church.

**Additional Responsibilities:**

- Attend weekly staff meetings
- Meet weekly with the Pastor
- Meet bi-weekly with coordinator team.
- Assist the pastor to hire, contract, evaluate, promote, retire, and dismiss nonappointed personnel as they relate to this area.
- Be present & participate at events that require “all hands on deck”
- Develop goals on an annual basis.
- Attend a minimum of one annual training for continued growth as it relates to responsibilities.

Suggested hours: Work 25 hours per week during regular church office hours of Monday — Friday 8AM — 12PM and additional work-from-home or meeting-based/as-needed presence, with flexibility to coordinate or manage activities at other times.