



BLACKSBURG UNITED METHODIST CHURCH

Director of Administration

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| POSITION TITLE: | Director of Administration |
| REPORTS TO: | Lead Pastor |
| DEPARTMENT: | Admin |
| POSITION STATUS: | Full-time (40 hours per week) |
| FLSA (Fair Labor Standards Act) STATUS: | Exempt |
| SALARY: | \$30-37,000 plus benefits |
| PREPARED DATE: | May 26, 2022 |
| APPROVED BY: | Staff-Parish Relations Committee |

SUMMARY: This position is a full-time, salaried position responsible for the management of church office functions, including all administrative support to the pastoral staff, essential records maintenance, database management, and coordination for the areas of property maintenance. This position is an integral part of all ministries of BUMC. Most importantly, this person will often be the first point of contact and reference for visitors and members. As such, an attitude of welcoming hospitality and good communications skills are essential.

REPORTING AND SUPERVISION: This position reports directly to the Lead Pastor and is accountable to the SPRC and Pastoral Staff. The Lead Pastor will conduct quarterly evaluations the first year of employment and annually thereafter.

Essential Functions:

- Represent Blacksburg UMC:
 - Understand and perform the duties of this position in keeping with the mission and values of the congregation.
 - Present a professional, calm, and welcoming presence.
 - Maintain a high degree of confidentiality and communicate with pastoral staff if there is any question about whether a matter is confidential or not.

- Administrative Support to the Pastoral Staff
 - Assist with scheduling and communications.
 - Assist with pastoral recordkeeping.
 - Provide other church related administrative and logistical support, as needed.

- Management of Office and Records:
 - Greet and assist visitors/members to office.
 - Maintain and update church database and maintain attendance records for both church campuses (Harding Ave and Church St.).

- Answer telephone and forward messages as appropriate.
 - Check and respond to church email daily.
 - Print/publication of all print media prepared by communications manager
 - Enlist, organize, and train office volunteers.
 - Sort incoming mail and direct to the appropriate staff person.
 - Order and see to maintenance of office supplies and equipment.
 - Coordinate communication with the wedding coordinator.
 - Coordinate requests for use of church facility.
 - Oversee and participate in the development of the annual report to the congregation by compiling reports from all committee and appropriate organizations within BUMC.
 - Maintain church calendar, ensuring accuracy and timeliness.
 - Manage offering envelope mailings.
 - Acquire and maintain Virginia notary status.
- Property Management Assistance:
 - Coordinate with custodial staff for the day-to-day cleaning and maintenance operations of the church.
 - Maintain an inventory of church property and equipment.
 - Maintain the church safe deposit box and church safe in accordance with established procedures.
 - Supervise the Communications Manager:
 - Assist, as needed, with the development, implementation, and maintenance of all church communication activities including all printed and electronic materials: bulletins, all-church email communications, letters, reports, and press releases.
 - Other duties as assigned.

THE SUCCESSFUL CANDIDATE WILL:

- Be a person of faith practicing Christian principles
- Have an ability to maintain confidentiality
- Demonstrate strong organizational and management skills
- Demonstrate an ability to make sound decisions and take independent action
- Demonstrate skill in the use of office equipment, computers, and related software including Microsoft Office Suite, and Google Docs.
- Associate or college degree preferred in business administration, non-profit management, communications technology, marketing, or related field or equivalent education and experience.