



Administrative Coordinator

OPEN

Position Type: Non-Exempt
Category: Other Part-time position (15 hours/week)
Classification: Category F
Reports to: Lead Pastor, Trinity Church

Summary/Objective

This position provides communication, operational, and organizational support for sustaining and growing the ministry of Trinity Church through general office management, communications, and financial/bookkeeping support while being the vital communication link between Trinity Church and our parent campus—Brentwood United Methodist Church.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADMINISTRATIVE RESPONSIBILITIES

Membership Management Duties

- Maintains membership information in Arena database and works with Brentwood UMC Systems & Database department to create and run data reports that assist in member management and engagement
- Ensure proper worship attendance and usher head counts are entered into Arena in a timely manner

Financial Duties

- Gather, prepare, and process purchase orders, ordering needed supplies and materials as needed while maintaining relationships with outside vendors
- Maintain departmental budget records, including reconciling month end and year-to-date ledger
- Gather receipts and process monthly credit card payments providing general ledger coding for each expense
- Reconcile monthly financial statements
- Serve as contact for Brentwood UMC on accounting questions and issues
- Member of Trinity Church Finance Team

Administrative Duties

- Receive and respond to calls and emails
- Maintain Church programming calendar
- Assists task teams in creating sign-ups coordinating volunteers & resources, etc.
- Facilitate background checks for volunteers and enters information into Arena database
- Tracks volunteer training to ensure compliance with Safe Sanctuary policies and enters information into Arena database
- May assist with coordination of facilities management
- Gather, edit, and layout content for communication materials
- Develop and manage communication materials such as:
 - Ongoing/regular publicity (weekly announcements, web site and other online communications, banners, directional signage)
 - Seasonal emphasis publicity (including Advent, Lent, and stewardship)
 - Special event publicity
- Gather and post information on church website, social media accounts, and other internal/external platforms creating or securing artwork/logos for posts as needed
- Distribute weekly newsletter ensuring appropriate links are active and current on website
- Prepare bulletins for worship services

Competencies

- High level of competency in Microsoft Office software and other web-based technology (e.g. Facebook and other social media webpages) with ability to learn computer programs quickly and use them proficiently (e.g. Arena church management system and calendaring software)
- Understanding basic finance and budgeting processes
- Effective written and verbal communication skills
- Excellent organizational skills with strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time
- Adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented

Supervisory Responsibility

This position does not have staff supervisory responsibilities.

Work Environment

This job operations in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and is required to talk, hear, stand, walk, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

Expected Hours of Work

Days and hours of work are Monday – Friday, 15 hours per week. Position may require additional hours during certain projects. Occasional evening and weekend work required.

Travel

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

Education and Experience Requirements

- Bachelor's degree in Business Administration or related field and/or equivalent experience/certification preferred
- Two (2) to Three (3) years of administrative or related work experience required

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.