

COMMUNITY MENNONITE CHURCH OF LANCASTER

Office Coordinator Job Description

Reviewed and updated: December 2018, January 2021

Qualifications

- Commitment to the vision and mission of the congregation
- Computer proficiency with Microsoft Office, database management, social media, and email platforms (ex. Zoom, MailChimp, iMovie, YouTube)
- Good written and verbal communication skills
- Ability to be self-directed and to manage multiple time and deadline demands
- Ability to collaborate and work with other staff, volunteers, and committees
- Awareness and respect for matters of confidentiality
- Proficiency with bookkeeping and basic accounting practices
- Ability to maintain website content

Major Areas of Responsibility

General Administrative

1. Be CMCL's consistent office presence during normal office hours (currently 9 a.m. to 3 p.m.), serving as the receptionist for phone, email, and in-person communication when on duty.
2. Maintain administrative office area and common areas in office annex, including office supplies and equipment.
3. Assist other staff with organizational tasks, as called upon.
4. Administratively support the work of lay leaders, as time permits.
5. Maintain all files, minutes, and permanent records on behalf of the organization.
6. Update website content.
7. **Represent CMCL well by being the first point of contact and, as needed, directing callers and visitors** to appropriate staff and volunteers.
8. Serve as primary administrative staff contact with payroll company, including submitting payroll bi-weekly.
9. See Office Coordinator Binder for other specific periodic tasks (**outlined in weekly and monthly tickler lists**).

Communications

1. Manage the church database and help to welcome new attenders (ex. send welcome email, add name and information to database and email lists).
2. Serve as the primary staff person for the production of all print and online communication pieces for the congregation, including but not limited to: **adding videos to online worship resources**, producing weekly bulletins, bulk emailings, special service programs, directories, etc.
3. Update policies and official documents, as requested.
4. Coach staff team on using uniform style branding/design for communication pieces.
5. Update master church activity calendar, as needed.

Facilities Management

1. Oversee routine maintenance tasks and custodial staff on behalf of Facilities Committee (**requires being familiar with the layout of the building, including location of utilities, etc.**)
2. Maintain schedule of all facilities use.
3. Serve as primary contact with use of facility **and storage space** by all outside groups. Consult with Facilities Committee as needed for approval of facilities use.
4. Manage key and fob distribution system
5. Schedule annual maintenance and inspections in consultation with the Facilities Committee.
6. Work with Facilities Committee on major repair contracts and scheduling.
7. **Serve as primary contact with parking lot renters, collecting payments and communicating with them re: snow removal, need to move vehicles, and ticketing (and towing non-paying customers, as needed).**
8. Direct Sexton as needed for support of any of the above.

Information Technology

1. Coordinate primary technical support in consultation with Facilities Committee, IT Sub-Committee, and Audio Liaison.
2. Maintain computer back-ups monthly.
3. Advise on purchases of all major office equipment.

Finance

1. Serve as day-to-day bookkeeper for the congregation.
2. Support the work of the Treasurer, Assistant Treasurer, Ushers, and Finance Committee.
3. Prepare all checks for signature of Treasurer.
4. Maintain finance-related records, as directed.
5. Prepare monthly financial reports for Congregational Council.
6. Assist with preparation of annual budget, **including producing the projected budget publication, collecting giving responses, and working with the Assistant Treasurer to project income for the upcoming year.**
7. **Provide monthly budget reports to committee chairs on Program Commission.**

Accountability

1. Will be supervised and accountable to the Administrative Pastor. This includes reviewing workload, addressing overall needs, and conducting annual performance evaluations.
2. The Office Coordinator is ultimately responsible to the congregation as represented by the Staff Relations Committee (SRC).
3. The Office Coordinator may name an advocate who can represent her/his interests to the SRC and supervisor.

This is an hourly position, initially expected to require 30 hours per week with amount of average weekly service reviewed annually. Benefits provided according to CMCL's Staff Benefit Policy, as applicable.