

CALVARY UNITED METHODIST CHURCH
971 Beech Ave, Pittsburgh, PA 15233

OFFICE COORDINATOR

Job Description

FUNCTION

The Office Coordinator of Calvary United Methodist Church is responsible for assisting the Pastor and other staff in operations of the church office. The Office Coordinator will ensure that defined administrative tasks are completed in a timely and respectful manner. The Office Coordinator will field and forward inquiries via phone and email from the public regarding a variety of things. They are a liaison between the pastor, the staff, the congregation, committees, and the community. The position reports directly to the Pastor.

RESPONSIBILITIES

1. Interpersonal Communications

- a. Work directly with Calvary's Pastor
- b. Handle phone calls, emails, and face-to-face inquiries
 - i. Many people contact the church about weddings, funerals, and tours of the church. You will need to coordinate calendars for these functions in addition to sharing information regarding them.
 - ii. Forward calls, emails, and other information to the appropriate staff or volunteers and committees
- c. Work with church staff, volunteers, parishioners, vendors, and guests in a respectful and professional manner. Help to set the tone for civility and respect towards others at Calvary with staff, volunteers, parishioners, and guests.
- d. On occasion manage office volunteers
- e. Communicate with other staff on a regular basis
- f. Confidentiality and discretion must be followed

2. Technology Use

- a. Create documents and scans
- b. Print bulletins, letters, etc., using software and printer and copier.
- c. Communicate using electronic devices and tools as appropriate
- d. Maintain church calendar
- e. Assist Pastor with maintaining their calendar
- f. Answer the door using audio/visual doorbells
- g. Submit reports and other documents online as needed
- h. Do online research as needed

3. Organizational skills

- a. Attention to detail
- b. Ability to address immediate issues as they arise
- c. Ability to triage tasks
- d. Maintain up-to-date filing system and records

4. Functions of the Church

- a. Communicate with wedding/funeral planners and Calvary's wedding staff as needed
- b. Ensure that pay requests are submitted for wedding/funeral musicians and coordinators
- c. Order supplies as needed

- d. Prepare mailings as needed
- e. Answer the door
- f. Communicate with United Methodist District Office staff as needed
- g. Additional management of functions as needed

5. Hours of work

- a. This position will be 15 hours per week
- b. While the position is part time and has a fairly consistent schedule, the schedule may vary due to holidays and other factors. There may be opportunities for extra hours due to schedule fluctuations.

6. Other duties as assigned

QUALIFICATIONS

A GED, High School diploma, or equivalent is required. Experience in an office-based work setting is desired. Effective communication, interpersonal, problem-solving, and planning skills required. Satisfactory Act 33 and 34 clearances and FBI fingerprint clearances as required.

The Office Coordinator is not expected to be a member or attend worship at Calvary United Methodist Church but must have a commitment to the Church's mission.

TECHNOLOGY

Working knowledge of Microsoft Office, Gmail and Google Calendar is required. Working knowledge of using a desktop computer, printer, and copier required. Understanding of Microsoft Publisher is optional.

Calvary United Methodist Church is an affirmative action and equal opportunity employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, national origin, veteran status, or genetic information. Calvary United Methodist Church is committed to providing access, equal opportunity and reasonable accommodation for people with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation, contact the church at calvarypgh@gmail.com or at 412-231-2007.

To apply, please send your application to tinker.calvaryumc@gmail.com and in the memo line please state "Office Coordinator" position.

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