



Christ United Methodist Church

900 4th Street SW
Washington, DC 20024
www.cumcdc.org

Office Coordinator--Part-Time

Background

Christ United Methodist Church is the product of the 1961 merger of two churches, Gorsuch Methodist Church and Louis Memorial Congregation. Our vision is to make disciples for Christ for the transformation of the world. Our ministries are created by God and developed to further our vision for this neighborhood, community and the world.

The Office/Administrative Assistant supports the seamless operation of the Church to include administrative functions and assistance to the Pastor and committees. This is a part-time hourly position, averaging 8-10 hours per, which does not offer benefits. The successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills.

Responsibilities

- Provide coverage for the Church office during established office hours and serve as the point of contact for visitors, vendors and other guests.
- Work closely with the Pastor to support his/her needs, including correspondence, outreach and conference and other event registrations
- Serve as the point of contact with the Baltimore-Washington Conference region administrators for administrative requirements and notices to include handling Charge Conference submissions
- Produce the weekly Sunday Bulletin and the monthly activities calendar
- Manage the Church's email account
- Process orders for resources, equipment and related items, as directed by committee chairs
- Keep Church Schedule (use of Church) information and post community wide and Church information on Bulletin Boards
- Serve as point of contact for community groups using the Church including KIWANIS, Stamp Club
- Provide updates to the Church Trustees on building issues and repairs
- Update the external notice boards as needed
- Maintain a membership roster of the congregation,
- Work with members of the congregation to support special ministries such as the Birthday Cards program, collection of supplies and fundraisers

Qualifications

- A commitment to the principles of Christ and knowledge of Church structure and operations is helpful but not required.
- Ability to work as a team member in a collaborative environment, and relate well to church volunteers, congregants and visitors.
- Proficiency with Microsoft Office Suite required; desktop publishing.
- Web design skills a plus. Wordpress preferred.
- Excellent communication and strong customer service skills.
- Strong organizational skills and proficiency in office procedures and methods to ensure work flow.
- Must be a self-starter, have an ability to multi-task and prioritize, and appreciate working independently.
- At least one year of experience in customer service and/or administrative support.

Conditions of Employment

- Office Coordinator shall be selected based upon qualifications, resume, acceptable interview, with the Staff/Parish Relations Committee
- Office Coordinator shall be considered an affiliate or associate member of the congregation but may retain his/her own church membership.
- Office Coordinator shall serve under a probationary period for the first six months followed by an initial evaluation. An annual evaluation will be done at the end of the full year and at each anniversary.
- Office Coordinator shall give at least a two-month notice of intent to resign.
- The work is performed in an office setting.
- Other conditions of employment may be negotiated on an individual basis with the Pastor and the Staff/Parish Relations Committee.

Hours

Negotiable, within an 8 to 10 hour range per week

Current office hours for the Church are: Monday - Thursday 10 am to 2 pm

Compensation

\$14.00 per hour

Compensation is set yearly and recommendations for increase shall depend on satisfactory performance as evaluated by the Staff/Parish Relations Committee.