

## Office Manager

Self-motivated? Enjoys working independently while contributing to a team effort? Thrives on being responsible and looks for how you can help? Flexible and adaptable to changes in your daily routine?

Does this describe you? Keep reading. We have a position for you!

The Office Manager is responsible for the management of the Aldersgate United Methodist Church office. Position works with the Pastor, staff and church leaders to fulfill the ministry and managerial needs of the church in order to carry out the mission and vision of Aldersgate UMC.

### Position Status

- Part-time position, 12-months, 24 hrs/week. Monday – Thursday schedule. Daily schedule to be determined with Lead Pastor. Occasional evening and weekend hours may be required.
- Paid on hourly basis. Non-exempt position.
- Eligible for paid vacation, sick time and 3% match on an IRA. No health insurance is available.
- Criminal background check required. Complete Safe Sanctuary training required for working with children and youth in a safe environment.
- Direct Supervisor: Lead Pastor

### ***Responsibilities include but are not limited to the following:***

#### ***Office***

- Answer and direct calls. Distribute mail.
- Maintain website; updating content and pictures.
- Prepare and send mailings and emails to the congregation.
- Manage the Office budget.
- Review and approve church expenses.
- Order supplies for the church.
- Update and maintain the church membership and visitor database.

#### ***Worship***

- Prepare Sunday bulletins and weekly newsletter (hard copy and digital).
- Schedule sound booth volunteers for church services and special events.
- Assist with scheduling ushers and greeters.

#### ***Building***

- Collaborate with Building and Grounds Task Group in providing oversight of facility rental contracts.
- Review terms, rental rates and responsibilities of contract with renters. Get contracts signed.
- Coordinate with appropriate person(s) for all services required in rental agreements and other special requests.
- Maintain church facility calendar.
- Act as liaison to Cleaning Service/Custodian regarding services and complaints.
- Schedule and coordinate with Custodian for third-party maintenance services and inspections. Contact Building and Grounds Task Group as needed.
- Schedule and coordinate snow removal services.
- Serve as contact for fire alarm company, fire department and police department.
- Serve as contact for access to building during locked hours, including issues with entry code, key not working, etc.

### ***Desired Skills and Abilities***

- Have strong interpersonal skills with the ability to relate to all persons.
- Strong computer skills with knowledge in Microsoft Office.
- Familiarity with office equipment (copiers, printers, paper folders).
- The ability to learn new software programs.
- Able to coordinate all communications with staff and congregation via multiple media sources.
- Be a self-starter with the ability to work and complete tasks unsupervised.
- Be able to multi-task and maintain confidentiality.

***Level of Education***

- High school / Associates Degree
- Office experience required

***Church location***

Aldersgate United Methodist Church  
3600 75th St.  
Urbandale, IA 50322

***To apply:***

Send cover letter and resume to [career@aldersgatedsm.org](mailto:career@aldersgatedsm.org)

OR

Stop by the Church office Monday – Thursday, 9:00 – 12:00 to complete an application.