



Position: Membership and Office Coordinator

Reports to: Business Manager

Non-exempt, full-time, benefits eligible

Expected hours of work: 35-40 hours per week; Sunday (7 am to 12pm), Monday through Thursday 8 am to 4:30 pm and church events, as necessary.

Start date: Monday, May 6, 2024

Position Purpose

The Membership and Office Coordinator is the first point of contact for the church community and provides oversight and administration of membership, office, church events and vendors.

Job Duties

Membership Management

- Maintains membership database and historical archives
- Assists the pastors with planning and scheduling of baptisms, weddings, and funerals
- Utilizes the ShelbyNext database tickler system to coordinate follow up communications
- Creates and coordinates monthly mailings and other mailings as necessary
- Manages prayer and hospital lists
- Communicates with visitors and new members and coordinates follow up
- Maintains weekly attendance records
- Works alongside volunteer coordinator to connect members with volunteer opportunities

Office Management

- Manages phones and general church email messages
- Provides customer service for inquiries, vendors and the general public

- Maintains the online calendar
- Schedules meeting rooms use and facility rentals
- Trains, schedules and supports office volunteers
- Maintains parochial reports
- Prepares monthly council packet and Annual Report
- Maintains office organization and supplies

Events

- Coordinates event details, as necessary
- Other duties as assigned

Knowledge, Skills and Abilities

A true connector of people, the ideal candidate will work seamlessly with a variety of people including the general public, volunteers, church members, staff, and pastors. Candidate must have a commitment to maintain confidentiality, a customer service mindset and excellent communication skills. In addition, candidate will demonstrate strong time management and organizational skills. Knowledge of Microsoft Office Suite necessary and proficiency in Adobe InDesign and ShelbyNext is a plus.

Physical Demands

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. Involves frequent repetitive motion (typing, filing etc.) and lifting up to 40 pounds as necessary.