Office and Communications Coordinator – Part-Time
Emmanuel Community United Methodist Church – Menomonee Falls, WI

Position	Office and Communications Coordinator
ECUMC'S Mission	Imitating Christ Together
Exempt Status	Non-exempt
Reporting Relationship	Reports to the Lead Pastor who provides annual performance evaluations The Staff/Parish Relations Committee (SPRC) liaise issues of employment and provide communication and support
Weekly Hours	At the facility: 20 hours, Monday-Friday, 8 AM-1 PM On-site or off-site: 2 additional hours if needed
Purpose	The Office and Communications Coordinator provides a ministry of hospitality as well as office coordination and communication to the staff, congregation, and external contacts of the church
Education	HS Diploma or equivalent
Experience	1-2 years of administrative experience preferred

Major Duties and Responsibilities

- General office coordination, including answering the phone, sending/receiving emails, assisting visitors, ordering supplies, preparing vouchers
- Prepare electronic and paper newsletters, order of worship for church services, mailings
- Maintain and update office files, documents, and archives according to protocols
- Maintain and update membership database, including weekly attendance
- Maintain and update a web-based calendar
- Communicate changes/updates to Media Coordinator
- Oversee room scheduling
- Attend staff meetings and provide minutes in a timely manner
- Other duties as assigned

Required Competencies

- Strong skills in organization, time management, written and oral communication
- Strong working knowledge of Microsoft Office (Word, Excel, Publisher, PowerPoint)
- Proficient working with office equipment
- Ability to work independently and proactively
- Embody Christian character and understand the position to be a ministry which complements the mission and vision of the church

Supervision and Discretion

- Ability to safeguard and abide by confidentiality requirements
- Address, through problem-solving and decision-making, minor issues that arise
- Bring high impact issues to the Lead Pastor in a timely manner

Salary Range $18-22 per hour, depending on experience

How to Apply

- Send resume to Church@EC-umc.com
- Direct questions to Jeff Schmidt, SPRC Chair via the church email
- We look forward to hearing from you!