

HAYGOOD UMC: Church and Preschool Office Manager

1. QUALITIES OF HAYGOOD EMPLOYEES

- Demonstrates a clear and evident testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
- Demonstrates a clear commitment to the mission, vision and values of the church.
- Has demonstrated excellence in their administrative ministry.
- Demonstrated self-starter and team player with a positive outlook on their ministry.
- Has a regular and active prayer life.
- Works to maintain the safety, security and confidentiality of the church and its members.
- Ability to learn, interact with, and leverage church software and current technologies when needed.
- Have sound moral character, exemplifies the Christian life to others.
- Participating member of a faith community.
- Pass a background check.
- Passionate about young children.

2. PRINCIPLE FUNCTION

- Foster an environment that places a high priority on an efficient congenial front office for the church and preschool.
- Maintain designated office hours as determined to maintain smooth office efficiency.
- Be available to provide assistance to staff, volunteers and guests to the front office and preschool.

3. RESPONSIBILITIES

- Answering phone and directing to appropriate staff when volunteers are not available. This includes communication too current and potential Haygood preschool families.
- Assist with daily preschool operations, including but not limited to pick-up and drop-off of students, teacher breaks, maintaining records
- Ordering adult curriculum/books (e.g. Sunday school, Bible Studies, Advent and Lent Books for the entire congregation).
- Ordering Office Supplies. Keep an inventory of current supplies, be aware of seasonal requirements. This would include maintenance of office equipment.
- Gather and enter weekly and annual data and statistics required by the conference (EVC, Statistical Reports, Charge Conference). Contact individuals to inform them of deadlines for information to be included in the Charge Conference Packet.
- Supervise acknowledging memorial gifts/Provide this information to the Financial Secretary for the budget and Memorial Chair for coordination with the family.

- Coordinate and upload reports into Google Drive for Leadership Board Review.
- Credit Card Management. Keep track of the charges and ensure that the church does not exceed the Charge Card limit. Also, keep a record of the expenditures and the work area that should be charged.
- Ensure that all material in the Lobby (i.e. Welcome packet, handouts) are up to date and replenished.
- Produce handouts and mailings (funeral bulletins, seasonal listings name tags, stewardship campaigns, etc.) Would include typing as well as copying and folding.
- Coordinate schedules, enrichments and events for the Preschool in partnership with the Director, including but not limited to Open House, Halloween Carnival, Christmas Program, Easter Egg Hunt, Morning with Mom, Day with Dad, End of Year Party, and Graduation
- Keep track of the staff and assist those trying to contact them.
- Provide guidance and training for volunteers.
- Maintain preschool communications, including but not limited to preschool website, preschool Facebook page, Brightwheel, and monthly newsletter
- Assist in digitizing records and creating digital documents as needed
- Responsible for teacher appreciation/holiday grams
- Provides onsite supervision when the Director is absent from the building
- Shares duties for opening and closing the school with Preschool Director and occasionally other staff.
- Other duties as assigned.
- Reports to Senior Pastor and Preschool Director.

4. REQUIREMENTS

- Full Time, Generally 7:30 am until 3 PM Monday-Friday
- Location: Haygood UMC Front Office and Preschool Office
- Training: Administrative; CPR/ First Aid/ AED certification (preferred but will train)
- At least two years of experience in administration or office management. Provide three references to be included in the application materials.
- Experience using Word, Excel, Powerpoint, Outlook, Google, social media platforms, website management and willing to learn any other software the church uses to manage the office.
- Effectiveness in interpersonal and communication skills, organizational skills, and is a team player.

5. COMPENSATION PACKAGE

- Salary: TBD
- Vacation and Sick Leave: 2 weeks annual in addition to holidays
- Holidays: As outlined in the Personnel Manual (Not paid - except week between Christmas and New Years)
- Health Insurance: Stipend Available
- 401K: Yes
- Tuition Discount: 25% discount for child's tuition(s) at Haygood Christian Preschool (full or half day care)
- Continuing Education: As needed