

Helena United Methodist Ministries

(HUMM serves both St. Paul's and Covenant United Methodist Churches)

Office & Facilities Coordinator

Summary

The ***Office & Facilities Coordinator (OFC)*** provides various administrative duties in the office setting and the facilities management necessary to the ministry of the church, including the use of our building by the community and other groups for HUMM. This person is part of the office team at St. Paul's United Methodist Church and works with the program and office staff, as well as volunteers, to maintain a welcoming and efficient environment.

The person in this position will be the face of HUMM in many respects, and must possess a pleasant, welcoming, and positive demeanor. Being in the downtown area, the church office receives many visitors, including some of our underserved and homeless population. The person in this position must be able to communicate well, problem solve and maintain a calm demeanor in all situations.

The person in this position is expected to come to the job with well-developed communications skills allowing him/her to work independently, be creative, and have an ability to problem solve. The person in this position must be detail oriented. This position is under general supervision of the SPRC Chair and Senior Pastor.

The person in this position will help oversee the office volunteers, the custodial staff, the maintenance technician, and the security personnel. Therefore, this person must have an ability to communicate well, delegate responsibilities, and coordinate schedules and tasks.

The person in this position is a part of a team that serves the congregation and the ministries of HUMM and must have an ability to work well with other staff, volunteers, committee leaders, and the public. There are specific job descriptions for each staff member, but overall, it is a team atmosphere that works collectively to create an efficient and cohesive environment for all who interact with HUMM.

The person in this position should become familiar with the committees and ministries of HUMM.

Meeting Attendance: Church Council, All-Church, Trustees, Staff

Supervised and supported by: SPRC Chair and Senior Pastor

Hour: 30 hrs/week, 12 month, (Could move to 40 hrs/week)

Compensation: Wage - \$20.00

Benefits: Sick leave, vacation, holidays (pension when full time)

Specific duties include (but are not limited to):

Office:

- Help train, coordinate, and oversee office volunteers (after 6 months).
 - The office volunteers will sit at the reception desk, greet people, and answer the phones. They may also be assigned tasks from your job description and the Education & Outreach Coordinator's job description as is applicable.
- Help train, coordinate, and oversee the maintenance, custodial, and security staff:
 - Provide the security staff with schedules, and coordinate with them for any incidents, reporting, or job tasks.
 - Provide the maintenance technician with task lists, instructions for repairs or maintenance, and guidance
- Monitor reception and answer phones when no volunteers are available and do tasks listed above.
- Retrieve office voicemails, pass along messages, and/or respond accordingly - daily.
- Check office emails, pass along messages, and/or respond accordingly – daily.
- Organize and produce the following mailings (and others as needed) including production steps leading up to and including actual mailing:
 - Quarterly stewardship mailings that update parishioners on the church budget status.
 - Quarterly giving statements to individual parishioners.
 - Mailings for major holidays, such as Christmas and Easter.
 - Other special events, as requested by the supervisor.
- Be able to do the following when needed:
 - Advertise weekend activities on Facebook, the website, and other social media platforms – weekly or as needed during the week.
 - Upload to Website announcement / calendar items, sermons, blog posts and other regular updates – weekly or as needed during the week.
- Order supplies as needed for the office, the custodial staff, the maintenance technician, and other staff members. This includes office supplies, cleaning supplies, event supplies, maintenance parts and equipment, and other supplies as needed. You may be required to make physical trips to stores in order to procure or drop off items.
- Process the daily mail and ensure that they are scanned, stamped, and sent to the appropriate parties.

Facilities Coordinator:

- The facilities coordinator works Sunday during St. Paul's church services.
- The facilities coordinator is a member of the Trustees Committee and will attend monthly Trustees meetings.
- Scheduling and coordinating HUMM events (services, lectures, meetings, etc.)
 - Calendar scheduling of rooms/areas needed for use, times of use, door lock schedules needed, building access, staff coverage of events as needed, janitorial set up/clean up, communication with renter(s), and processing of agreements.
- Scheduling congregational events (UWF, Church Council, Family Promise, youth events, 4th day groups, committee meetings, etc.)

- Calendar scheduling of rooms/areas needed for use, times of use, door lock schedules needed, building access, staff coverage of events as needed, janitorial set up/clean up, communication with renter(s), and processing of agreements.
- Scheduling non-HUMM events (concerts, weddings, funerals, recitals, adult/youth retreats, etc.)
 - Calendar scheduling of rooms/areas needed for use, times of use, door lock schedules needed, building access, staff coverage of events as needed, janitorial set up/clean up, communication with renter(s), and processing of agreements.
 - Manage facility assistance during weddings and funerals.
- Coordination with sound/staff coverage, UWF services, music services, and pastoral services for special events, as needed.
- Follow-up on usage of church buildings, to include: communicating with staff that was present at event, communicating with point of contact after event, how rooms/building were left, if they were cleaned and ready for the next use, are there issues that need to be addressed (broken/lost items/facilities)
- Staff liaison with Church Trustees including attendance at monthly Trustee meetings (3rd Tuesday of each month from 5:30 to 8 pm).
- Regular and collaborative communication with Trustees chair to address facility information and issues.
- Create, send, process, and track invoices for sanctuary/building rental.
 - Track payments of invoices.
 - Coordinate with staff and sound team for event hours.
- Track facility donations for groups who are using the space on a donation-base.
- Track building/custodial supplies needed, and order said supplies as needed.
- Manage keys and maintain system for tracking their distribution and return.
 - Including making new copies of keys as needed.
- Coordinate with maintenance staff for building/facilities repairs, lawn care, snow removal, landscape projects in conjunction with Trustees.
- Be able to set door system schedules and set up keypad codes for building access – weekly or as needed during the week.

Supervisory Responsibilities:

Direct supervision of St. Paul's custodians, maintenance staff, and security staff Includes ensuring staff fill out timecards weekly, so that our finance division can properly conduct payroll at the end of each month. Oversee volunteers and coordinate volunteer schedules.

Qualifications:

- Communications, marketing, or related field experience helpful but not required.
- Willingness and/or ability to learn software programs as needed.
- Knowledge of and/or ability to learn and teach *Fellowship One Go* Church Management software.
- Knowledge of and/or ability to learn sending out mass mailings using Mail Chimp.
- Proficient in writing and editing.
- Detail oriented.
- Organized and able to multitask.
- Can maintain confidentiality, professional demeanor, and appropriate boundaries.

- Willingness to go above and beyond to accomplish job duties.
- Strong sense of ethics.

Condition of Employment

- Must satisfactorily pass a criminal background check.