JOB DESCRIPTION

Church Operations Manager
Plymouth United Church of Christ

GENERAL DESCRIPTION

Plymouth UCC, also known as “The Jazz and Justice Church,” is a welcoming, diverse and LGBTQ-affirming congregation. We are seeking a friendly, skilled person to manage our office and oversee the use of our building. Primary areas of responsibility include:

● Communications and Community Relations

● Finance

● Administrative Support

● Rentals and Facilities Management

Schedule: Part-time, 20-22 hours per week.

Pay: $22+/hr commensurate with experience + benefits stipend and accrued PTO

SPECIFIC DUTIES AND RESPONSIBILITIES

Communications and Community Relations

● Work with pastor(s), church members and volunteers to prepare monthly email newsletter and weekly worship reminders.
● Edit and post weekly worship videos
● Maintain and update website
● Help with digital marketing, as needed
● Help to maintain the church’s external banners and signage, as needed
● Screen and distribute incoming calls and emails
● Serve as a key “ambassador” for the church, greeting visitors, responding to inquiries, etc.

Finance

● Prepare checks for Treasurer’s signature
● Enter online giving and deposit figures
● Record transactions made online or with debit card
● Conduct monthly reconciliation of accounts
● Generate financial reports for Finance Team
● Generate financial reports and provide other support as needed for associated ministries (Ministerio Latino, Into the Wilderness, etc.)
● Submit payroll information to Paychex twice a month and work with payroll specialist to troubleshoot any payroll problems
Administrative Support
- Print and prepare the weekly church bulletin
- Maintain church files, records and annual reports
- Ensure proper maintenance and repair of office equipment – including training others in proper use of this equipment when needed
- Monitor and order office, custodial, worship and building supplies
- Recruit and train volunteers for church office support and vacation back-up

Rentals and Facilities Management
- Handle inquiries and arrangements for facilities use and rentals – weddings, funerals, meetings, special events, etc.
- Monitor the weekly tasks of the custodian/gardener and ensure that the church building is safe, clean, accessible, etc.
- Serve as point person for maintenance situations – contact plumber, locksmith, etc., and coordinate with Buildings & Grounds co-chairs as needed

REQUIRED SKILLS AND EXPERIENCE
- Strong communication skills (written and oral)
- Strong analytical and organizational skills with the ability to prioritize work, manage multiple tasks and projects, and adapt to changing circumstances with ease
- Strong interpersonal skills, cultural competence, and a compassionate spirit demonstrating acceptance of and respect for people from a wide variety of backgrounds and orientations
- Experience in using Microsoft Office Suite and Google Suite
- Experience with Mailchimp and other social media platforms (or willingness to learn)
- Experience with WordPress (or willingness to learn)
- Basic bookkeeping skills and understanding of GAAP; accuracy with data and numbers

TO APPLY

Please submit a cover letter and resume to resumes@plymouthoakland.org.