

First United Methodist Church
Mechanicsburg, PA
Director of Office Management and Communications

3/22/22

Description: The Director of Office Management and Communications is responsible to work with staff and volunteers to plan and carry out day to day office operations, as well as all church communications in line with the mission, vision, core values and strategic objectives of First Church.

Reports to: Senior Pastor

Hours/Schedule: Full-time

Compensation: Salary Commensurate with experience and capabilities

Benefits: Pursuant to current benefits in accordance with church policy

Qualifications – Must have a personal, vital, and growing relationship with Jesus Christ, and possess:

- A degree in business, communications or related field, or significant applicable experience in office management/communications
- A high level of skill with desktop publishing software (e.g. Word, Excel, PowerPoint, Publisher) and other software used to create and design a wide range of effective communications
- A cooperative/collaborative team spirit and positive attitude
- A self-starter with the ability to think strategically, be organized, plan ahead and oversee multiple projects simultaneously, while being sensitive to deadlines and changing priorities
- The ability to communicate clearly, accurately and concisely, both orally and in writing
- The ability to supervise an Administrative Assistant and effectively build, train, encourage and supervise a team of office volunteers
- High level of comfort working with/supervising those working with website and social media communications
- The ability to maintain confidentiality, and wisdom to refrain from indiscriminately sharing information
- Willingness to learn new tasks, processes, build new skills and other duties as assigned
- Proper clearances; the selected applicant must submit a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents

Duties and Responsibilities:

1. Lead in creation and implementation of the church's overall branding and communications strategy (which encompasses all modes of communication, including all print and digital materials).
 - Oversee the work of the office as they prepare weekly bulletins, monthly newsletters, flyers, posters and other publications or mailings.
 - Create schedules for what needs to be communicated and manage volunteers as they continually create and post content for the outdoor sign, "marketing" emails, website, social media channels, etc.
 - Work closely with pastors, program staff and volunteers regarding design and placement of outreach advertising to market church ministries/programs and worship opportunities to the community.
 - Coordinate volunteers and provide training to manage church website operation, security and maintenance.
 - In coordination with the Senior Pastor, manage communications with the Press and prepare press releases as appropriate.
 - Work closely with the Worship Arts team to post worship recordings, create videos and monitor engagement on church website and YouTube channel.
2. Develop and implement a plan to manage all daily office operations, including supervision of one part-time Administrative Assistant, along with a team of office ministry volunteers (who will assist with greeting and assisting visitors, answering phones and accomplishing all routine administrative duties as assigned).
3. In addition to supervision of the Office Ministry Team, act as a staff liaison to the Communications Team and other committees/team as assigned, and participate on project teams as needed to provide the administrative support required for the success of church projects (e.g., Church Directory Team, etc.).
4. Oversee building use by receiving and reviewing Building Use Forms, seeking resolution if a conflict exists and working with the head custodian to effectively manage the church schedule.
5. Assist Senior Pastor with the administrative piece of planning/visioning efforts, coordinate a church planning calendar and communicate with staff, church leadership, and church members as needed to keep everyone thinking and planning ahead. Be intentional about forward thinking to minimize planning/scheduling conflicts.
6. Contact computer support volunteers when computer hardware or software needs to be purchased or upgraded, or when an issue arises needing resolution, and facilitate staff training as needed.
7. Assist the Facilities Coordinator and Trustees when service contracts for copiers, folding machine, and other office equipment need to be negotiated.
8. Provide membership reports and other specialized reports from the membership database as requested by staff members and committee/ministry teams.
9. Complete forms required for the annual church conference and year-end reports requested by the Susquehanna Conference Office.
10. Prepare and submit budget requests and oversee expenditures, actively participate in weekly staff meetings and other team or committee meetings, and perform other duties as assigned.