

**First Methodist Carrollton
Administrative Coordinator
Job Description**

Overview of Position:

The Administrative Coordinator at First Methodist Carrollton facilitates ministry by overseeing the logistical operations needed to help the church staff and office function smoothly. Primary responsibilities include assisting the pastors, maintaining the membership database, preparing end of year reports, organizing the church calendar, and managing the office and workroom.

Responsibilities:

- Support the pastors, staff, and administrative committees, with preference given to the senior pastor
 - Provide administrative support with emails, phone calls, scheduling, etc.
 - Send reminders and print materials for committee meetings
 - Coordinate meeting catering and staff meals when needed
- Maintain and support current data in ShelbyNext membership database
 - Maintain accurate membership records
 - Coordinate with Sunday classes to get accurate attendance records (currently in the process of transitioning all classes to online attendance-taking, so managing both paper and digital records is required)
 - Compile and distribute weekly statistics
 - Provide reports and training for staff and members in ShelbyNext
- Prepare the yearly Charge Conference and End of Year reports, compiling all information from committee chairpersons, staff, and pastors
- Coordinate the follow-up process with guests and new members, in collaboration with the pastors and Communications Director
 - Record and distribute guest records on a weekly basis
 - Initiate guest follow-up sequences
 - Onboard new members and connect them with the Member Directory
- Oversee the church calendar and building schedule in Planning Center Resources
 - Work with people wanting to rent space in the building, liaising with Facilities Director and Music & Arts Director as needed regarding space
 - Assist with wedding and funeral coordination
 - Record the staff Out of Office request forms and calendar
- Manage the office and workroom
 - Train and oversee volunteer receptionists; assume responsibility for answering the phone when a volunteer is not present
 - Troubleshoot equipment (copier, folder, etc.) and facilitate communication with Xpertek and Zeno Imaging for support
 - Maintain office supplies
 - Back up Facilities Director as needed when contractors need key access or when HVAC/lock programming needs to be changed when Facilities Director is out of the office
- Assist the Communications Director with weekly announcements, emails, bulletins, etc. as needed

General Qualifications for Position:

- College degree preferred with 2-4 years of experience in a church or ministry environment
- Candidate must be committed to the mission and vision of First Methodist Carrollton and a team approach to ministry
- Strong interpersonal and organizational skills required
- Strong written and verbal communication skills required
- Should have the ability to anticipate needs and demonstrate strong initiative and resourcefulness
- Must be proficient with Microsoft Office or iWork suite and tech savvy
- Must have experience in database management (experience with Shelby Systems, specifically ShelbyNext, and Planning Center Online preferred)

To apply, send resume to dcoats@firstchurch.net

Reports to: Senior Pastor

Work Schedule: 25-30 hours per week

Job Classification: hourly/non-exempt

Salary Range: \$17-18/hour depending on experience