

CHURCH ADMINISTRATOR

The First United Methodist Church, Charlottesville, is seeking a Church Administrator to be responsible for ensuring the successful day to day operation of the church's building, office, systems and grounds. In support of the mission of the church, the Church Administrator presents a positive and welcoming face as a church team member and is responsible for effectively communicating both church and congregational needs to the Pastor and pastoral staff, contractors and vendors, volunteers, working collaboratively to prevent and resolve problems.

Facilities management duties include: overseeing preventive maintenance of the church building and grounds; monitoring all building systems and contacting the appropriate vendors and trustees when there are issues; reporting and maintaining accurate and timely records of maintenance, repairs, and corrective measures. Responsibilities also include coordinating building security, managing custodial needs, and providing support for church functions such as meetings, worship, weddings, funerals, etc., obtaining assistance from staff and volunteers as needed.

Office responsibilities involve: maintaining church Google calendar for all events and maintaining schedules for church space; checking emails and answering machine messages daily with timely handling of each as appropriate; mail collection and distribution; and maintaining church membership list. Duties also include assisting with letters, copying, bulk mailings, assisting with bulletins, purchasing supplies and processing invoices as well as other seasonal duties as needed.

Work hours are estimated are estimated from 30-40 per week. Salary is 30-40 K per year.

Required qualifications include: excellent interpersonal and communication skills; superior organizational and time management skills, familiarity with the church as an organization; the ability to appropriately prioritize tasks and to execute projects systematically and efficiently; proficiency with Microsoft Word, Excel, Outlook and standard office equipment; ability to function cooperatively to achieve church goals. The ability to use discretion and maintain confidentiality in all church related matters is essential. Ability to perform basic maintenance tasks is a plus. Applicants should send resume and cover letter to Rev. Gary Heaton at churchoffice@cvillefirstfumc.org.