



Program Administrator

Reports to: Clergy Administrative Assistant

Church Description

University United Methodist Church (University UMC) is a congregation located in downtown Chapel Hill, NC with over 1,800 members, offering two traditional worship services each week. The church's mission is straightforward: To transform lives by loving God, serving others, and building Christian community. Dynamic Christian programs for all ages are offered, placing special emphasis on discipleship, missions, and outreach. Examples of the church's missions and outreach include an on-site preschool, a community garden offering fresh produce to community partners, and serving as a host to a number of non-profits that make a positive impact on the Chapel Hill community.

Scope

The Program Administrator provides support for Program Staff and basic church functions, generates weekly production of church communication, and manages the church office volunteers.

Essential Responsibilities

- Program Staff Assistant
 - Support Children's, Youth, and Music programming
 - Produce flyers, postcards, signs, and other materials needed
 - Scheduling for large events, mission trips, or retreats
 - Create, maintain, and organize forms for Programming Staff
 - Update and print monthly Sunday School attendance sheets
- Church Communications Assistant
 - Manage weekly production of bulletins and Life of Church
 - Constant Contact
 - Create and send weekly emails (Thursday and Saturday)
 - Create and send one-off email announcements (death announcement, church closing, or special announcement)
 - Upload email listservs to Constant Contact weekly
 - Manage creation and production of quarterly Chimes newsletter mailings, including volunteer teams for bulk mailings
 - Sign-up Genius
 - Create and update church sign-ups and registrations
- Office Volunteer Management
 - Develop and maintain a current list of volunteer opportunities/activities
 - Develop and improve volunteer identification and recruitment
 - Maintain schedule of volunteers and subs during week days
 - Train, integrate and oversee church office volunteers
 - Answer telephones and oversee church visitor entry when volunteer not available

- Office Duties
 - Check in supply orders
 - Refill/replace postage, toner, modules
 - Distribute Upper Rooms and Chimes
- Church Calendar and Building Schedule
 - Enter, maintain, and oversee event, building and vehicle scheduling/calendar
 - Coordinate with Minister of Admin and Program Staff regarding church facility requests

Other Responsibilities

- Assist Clergy Administrative Assistant
 - Wedding process and schedule
 - Membership Database maintenance
- Financial
 - Scan checks and prepare deposit using bank check scanner

Minimum Qualifications

- Physical Requirements
 - Physically able to perform basic office type functions, navigate through church building including stairs, operate computer equipment, greet visitors and answer telephones.
- Core Competencies
 - Proficient in Adobe InDesign, Photoshop, and Illustrator; Constant Contact, Microsoft Office, ACS/Realm database, word processor skills, telephone experience, file maintenance, scheduling, organization experience, handling confidential information, professing to Christian beliefs and ability to initiate and anticipate the needs of the Program and Church Staff.
- Role-specific
 - Understanding the role of scheduling and professionally interacting with public and volunteers working daily in the church office. Ability to multi-task and keep deadlines across differing program areas.

How to Apply

Please provide a current resume, cover letter, three references, and samples of materials created in Adobe InDesign (bulletin), Photoshop (social media images), Illustrator (electronic graphics and ads) and a Constant Contact campaign to the Reverend Dr. Creighton Alexander at calexander@universityumc.church.

Questions

Questions should be directed to the Reverend Dr. Creighton Alexander at calexander@universityumc.church.