

Job Description

Position: Office Administrator/Communications Specialist

Church: First Congregational Church (United Church of Christ) of Fort Worth

Address: 4201 Trail Lake Drive, Fort Worth, Texas 76109

1. Position Overview

The Office Administration/Communications Specialist ("Administrator") serves as an employee of the Church, reporting directly to the Senior Pastor. The Administrator acts as the face of the Church office, engaging with visitors and members in person, by phone, and online. This role requires a positive attitude, strong interpersonal skills, and sound judgment as well as empathy and discretion as to financial, personal and health-related information. In addition, the Administrator manages office operations, maintains confidentiality, and supports the overall ministry of the church. Proficiency in computer programs and equipment is necessary. The Administrator plays a vital role in the overall success of the church's marketing and outreach efforts. This individual is responsible for crafting and executing communication plans that effectively share information and strengthen engagement over multiple channels about services, events, and ministry programs—reaching both current members and potential newcomers.

2. Key Responsibilities

A. Office Management

- Greet visitors and answer incoming calls.
- Distribute mail and correspondence to Pastor, staff and committee members.
- Manage incoming and outgoing mail processes.
- Maintain inventory and order office supplies as needed.
- Manage office equipment maintenance and service needs.
- Organize and maintain office records and files.
- Handle phone calls and voicemail; forwarding to appropriate respondents.

B. Facilities and Building Oversight

- Manage facility-related issues (e.g. HVAC, plumbing, pest control, alarms) in coordination with the Trustees.
- Communicate regularly with the Pastor and Trustees about property matters.
- Coordinate with vendors for cleaning, landscaping, and maintenance services.
- Serve as point of contact for facility use requests and communicate Trustee approvals.
- Prepare Administrator's report for and attend monthly Trustee meetings.

C. Leaseholder Liaison

- Serve as the primary contact for the Trail Lake Montessori, Art and Soul and other church property leasees.
- Facilitate communications between all lessees and Trustees.

D. Congregational and Ministry Support

- Maintain a master calendar of church activities and facility usage, including HVAC scheduling.
- Handle official Church correspondence.
- Notify the Pastor of significant congregational updates (e.g., illness, hospitalization, bereavement).
- Compile and produce the Annual Report.

E. Volunteer and Database Management

- Keep membership rolls and distribution lists current.
- Oversee completion of church tasks in partnership with church volunteers, escalating concerns to Cabinet as appropriate
 - Reconciling of petty cash
 - Weekly offerings into database
 - creation of name tags
 - Handling of church supplies
 - Maintain a database of members, visitors, and contacts in coordination with the Deacons

F. Financial and Accounting Support

- Manage the receipt, deposit, and disbursement of church funds.
- With the Treasurer, maintain accurate financial records and reconcile accounts monthly.
- Process invoices, reimbursements, and purchasing needs.
- Administer payroll and ensure compliance with tax filings and payments.
- Maintain individual giving records and send quarterly statements.
- Coordinate annual financial reviews or audits.

G. Communications Management

- **Content Creation:** Write, edit, and distribute a weekly email newsletter via Constant Contact.
- **Social Media Management:** Create and schedule posts for Facebook and Instagram to promote events and engage the community.
- **Event Coordination Support:** Collaborate with ministry leaders to gather details about upcoming events and ensure timely, accurate promotion.
- **Website and Print Materials:** Update website content (if applicable) and produce print materials to support various ministries and programs.

3. Terms of Employment

- **Effective Date:** Immediate.
- **Schedule:** 20 hours per week, with hours set and approved by the Pastor/Cabinet.
- **Compensation:** \$28,200 annually, payable monthly.
- **Tax Withholding:** Applicable employment taxes will be withheld.
- **Benefits:** No additional compensation or benefits are provided.
- **Supervisor:** Senior Pastor.
- **Leave Notice:** Planned absences require at least two weeks' advance notice, when possible.
- **Termination:** Either party may terminate this agreement with 30 days' written notice.