**Office Manager**

Buda United Methodist Church

302 Elm Street

Buda, TX 78610

**Job details**

**Pay**

$15.00 - $18.00 per hour

**Job type**

Part-time

**Job description**

**BUDA UNITED METHODIST CHURCH**

The Office Manager manages and directs the responsibilities of the church office and works approximately 28 hours per week, Monday through Thursday 9 a.m. until 3 p.m., and Friday 9 a.m. until 1 p.m.

Skills

The Office Manager possesses knowledge of standard office equipment. He/she has experience with MSOFFICE (Word, Excel, Publisher, PowerPoint), Webmail, internet, as well as knowledge of PowerChurch or other church database software. Excellent typing skills are required. He/she is friendly, personable and courteous, exemplifies the Christian faith in all aspects of like, and holds a commitment to Christian theology that is compatible with the doctrine, values and traditions of The United Methodist Church.

Responsibilities:

* Prepares, reviews, copies, distributes, and files all incoming and outgoing correspondence
* Maintains a comprehensive filing system for all administrative files and appropriately disposes of files when necessary
* Maintains the church calendar
* Oversees all office procedures
* Maintains confidentiality
* Ensures that the sanctuaries are ready for worship
* Prepares and prints the weekly materials for worship
* Establishes and maintains the office budget
* Procures and stocks office and church equipment and supplies
* Coordinates and schedules facility/service requests and use as well as repairs and maintenance of facilities
* Maintains church database and mailing lists, membership and baptismal rolls
* Assists Pastor with clerical duties
* Assists other church staff with clerical duties, programming needs, and procurement of resources as needed
* Coordinates requests for childcare with Children’s Ministry Director
* Records weekly tithes and contributions
* Compiles and sends Charge Conference and end-of-the-year reports to Hill Country District and Rio Texas Conference
* Able to lift 15-25 pounds
* Performs other duties as assigned

To apply, please send your resume to pastorlisa@budaumc.org.