



Office Administrator

Reporting Structure: Directly reports to the Church Council and works collaboratively with all staff. Periodic performance reviews are conducted by the Church Council.

Status: Part-time (averaging 20 hours/week)

FLSA: Non-exempt (hourly)

Compensation: Salary commensurate with experience. This position is eligible for employer contributions to benefits, including medical insurance, negotiable.

To apply: Please submit a cover letter and résumé to [hiring@decorahucc.org](mailto: hiring@decorahucc.org). In your cover letter, describe why you are drawn to this position and how you envision contributing your gifts and skills.

Job Summary

The Office Administrator will maintain and develop office systems to coordinate management of the daily operations, building, and finances of the church. They will often be the primary contact for congregants and community members. In addition, the staff member will collaborate on curating a web, social media, and remote worship presence. This is a hybrid position, with regular weekly office hours required and other duties able to be completed remotely.

Essential Functions

- Administer financial and accounting affairs of the church, including paying bills, bi-weekly payroll and recording electronic transactions
- Communicate efficiently and professionally with Church Council, staff, lay leaders, and community-based organizations
- Respond to phone messages and emails in a courteous manner
- Assist in preparation of the Sunday bulletins
- Meet quarterly with accountant to reconcile bank accounts
- Maintain a church database system for communications, giving, and record-keeping

- Maintain accurate digital and paper filing systems
- Manage rental inquiries and coordinate calendars for congregational and community use
- Coordinate the preparation of the annual congregational report and statistical reporting to the local and national UCC conference
- Order office and church supplies and arrange for the maintenance of office equipment
- Manage and coordinate building maintenance and permits
- Serve as church webmaster
- Curate a social media presence for the congregation
- Assist in pre- and post-production of online worship services
- Collaborate to prepare weekly e-newsletters and seasonal communications
- Participate in staff meetings and occasional Church Council meetings
- Build and sustain strong relationships with staff and church leaders to ensure messaging is current, relevant, and aligned with mission
- Maintain regular weekly office hours
- Understand and support the mission of the church; consistently demonstrate respect for the mission, vision, and values of the church

Essential Qualifications

- A welcoming, collegial spirit
- Proficiency with the essentials of office administration, accounting, and electronic communications—including use of databases, website management platforms, QuickBooks, Google Drive/Docs, MailChimp—and/or demonstrated ease in learning new software platforms
- Ability to set up, maintain, and ensure the security and confidentiality of data and information.
- Ability to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers messages in a tone appropriate to the context.
- Prior experience coordinating digital communications preferred

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to lift and carry 20 pounds on occasion. The employee must be able to reach, handle, feel, speak, see and hear.

About Decorah UCC

We are a growing, progressive congregation of creative and curious Christians who worship together and serve together. We seek to live out Jesus's gospel of justice, mercy, love, and grace. We take seriously the calls to care for our neighbor, to be engaged in the building up of our community, and to be a place of extravagant welcome.
