



COMMUNICATIONS COORDINATOR – JOB DESCRIPTION

REPORTS TO

Staff Parish Relations Committee or Designee

POSITION HOURS

Estimated 3-4 hours per a mutual agreed upon schedule

DIRECT REPORTS

None

SUMMARY

The individual in the Financial Recording Secretary position provides support to the Finance Committee by recording and tracking membership pledges, offering collections, special giving, including memorial gifts or donations, and any other contributions.

Key functions include managing contribution data including recording all contributions & pledges, preparing quarterly contribution summaries for distribution, maintaining and updating contribution data base and envelopes and distributing envelopes.

The person in this position will primarily interact with the Pastor, Chairperson of Finance Committee and Communications Coordinator; however, it is likely there will be communications with church members and/or the general public, from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core duties and responsibilities include the following (other duties may be assigned):

- Gain knowledge and understanding of church policies and procedures and follow them.
- Maintain the member financial database
- Enter new, or update existing member financial information as directed
- Maintain and report financial records.
- Perform other duties as needed, such as filing, photocopying, and collating.
- Maintain an awareness of, and adhere to, privacy concerning matters of the church organization and members.
- Assist with special projects as necessary.

EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED).
- Minimum of one year experience in office assistance experience.
- Must possess excellent typing, proofreading, spelling and grammar skills.
- Must possess strong computer skills.

OTHER CONSIDERATIONS (SKILLS AND ABILITIES)

- Must be able to communicate effectively with the Church visitors, vendors, and employees.
- Should possess good listening skills and the ability to use compassion and empathy.
- Must have the ability to recognize and set priorities to meet deadlines.
- Must produce accurate work on a timely basis.
- Must be able to maintain self-control and composure in difficult situations.
- Must be capable of communicating and working with all levels of church and volunteer staff.
- Must be able to accept supervision and constructive criticism.

JOB ANALYSIS/PHYSICAL DEMANDS

- Bending, kneeling and reaching items off floor and high shelves.
- Lift and move UPS packages, copy/computer paper boxes, or storage boxes up to 50 lbs.
- Occasionally climb ladder to reach supplies or storage boxes on high shelves.
- Sitting for sustained periods of time while completing work at desk or workstation or attending required meetings.
- Strong voice and pleasant phone manner.
- Perform repetitive hand/arm movements as when working on a calculator or computer keyboard.
- Constant standing up and sitting down as necessary to complete required tasks (deliver messages, make copies, get supplies, etc.).
- Stand for sustained periods of time while using copier, computer printers, etc.

ENVIRONMENTAL CONSIDERATIONS

- Employee's general work area is indoors in a smoke-free environment with controlled temperature and fluorescent lighting.

COGNITIVE CONSIDERATIONS

- Must be able to follow directions and communicate in English both verbally and in writing.
- Must possess computer skills including proficiency in data base and spreadsheets applications.
- Must possess time management and organizational skills to effectively perform his/her job responsibilities.
- Must possess good problem solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
- Must be able to represent First United Methodist Church in a professional manner.
- Must have the ability to make judgments with respect to confidentiality of information.
- Must use good safety awareness and judgment in all aspects of this position.