



Antioch United Methodist Church on The Rock is seeking an Office Manager to work part-time as a receptionist and administrative assistant to handle the day-to-day office administration and other responsibilities (listed below).

We are located at 50 Walton Ln. in Antioch, California. The current schedule for the position is approximately 20-30 hours/week and generally 4 days a week for office hours, 8:30 AM to 2:00 PM but may be flexible. Wage range is \$16-20.00/hr. based on experience. This is a part time position so has no benefits available.

Job Duties

- Answer phones, route phone messages, and greet visitors.
- Route phone and email messages to church leaders and staff as appropriate.
- Prepare and send correspondence on behalf of the pastor and other staff.
- Preparation of bulletin and slideshow (Media Shout) for worship service. Generate weekly memos, email messages, in-house publications and member communications.
- Edit and publish a weekly online e-newsletter. Update website, Facebook, YouTube.
- Manage church calendar including appointments, facilities use and custodial needs.
- Maintain a proprietary database with congregation membership data.
- When appropriate, manage and provide training to other office staff or volunteers.
- Request services and refer visitors to other agencies for support and service as needed.
- Additional duties may include:
 - Assisting Church Treasurer with submitting payroll with QuickBooks and preparing member giving statements.
 - May serve as Financial Secretary:
 - Record and maintain any financial offerings, rental fees, payments, all incoming revenue in general.
 - Record member pledges and non-pledges for tax purposes and distribute quarterly reports.
 - Input contributions into individual accounts in Fellowship One database, checking for accuracy against bank deposits.
 - Once accounts have been completed, email and or copy reports to designated church committee officials, lay leaders, Pastor, Treasurer, and bookkeeper.

Job Requirements

- High School graduate and some college coursework required; Associate's degree or higher is a plus.
- Experienced administrative professional preferably in a service-related and/or church environment.
- Proficient in Microsoft Office applications (Word, PowerPoint, Publisher and Excel).
- Experience in database entry and management, preferred.
- Familiar with systems like Mail Chimp for emailing, Media Shout, etc. or ability to learn various systems.
- A moderate level of IT skill is desired to update the church website and use social media and to also trouble shoot basic computer, internet and copy machine issues.
- Ability to work proactively and positively with staff and church members.
- Excellent communication and organizational skills. Accuracy when dealing with numbers for data entry and financial duties.
- Strong attention to detail & ability to multi-task.
- Clear understanding of confidentiality when required as well as ability to escalate matters when a church member is in crisis.
- Ability to work well in a team environment and establish good rapport at all levels of the organization
- Ability to read Pastor's mind and have a sense of humor.
- Must be able to demonstrate a high level of initiative and independent judgment.
- Bookkeeping and accounting skills are needed to assist Treasurer with payroll and other accounting functions. Consideration will be made in the wages paid for experience and skills with bookkeeping and accounting functions.
- Can work safely in an office environment with social distancing protocols in place.

If you are interested and have the experience described, please apply by submitting a resume and cover letter via email to: pastorkevin@antiochcotr.org. Any questions, call Pastor Kevin Dotts, 925.984.0005

ACOTR is an equal opportunity employer and we celebrate diversity.