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Rev. Dr. Matthew Wooster
Senior Minister

Pastor Dillon Shipman
Designated Associate Minister

Leslie Szalay
Director of Christian Education

"My house is a house of prayer for all people." (Isaiah 56:7) • An Open and Affirming Congregation

Office and Communications Administrator Job Description

Summary

Plymouth Church of Shaker Heights, an opening and affirming and just peace congregation (www.plymouthchurchucc.org) is seeking an organized, detail oriented, and patient individual for the role of Office and Communications Administrator. This highly visible role will have the primary responsibility of managing our main office 6.5 hours every day Monday through Friday, approximately 32.5 hours per week. This is a salaried position with competitive compensation and healthcare and retirement benefits.

To apply, please send a cover letter and résumé to the Personnel Committee, Chair at jmarkt@diseco.com.

Essential Responsibilities

The Office and Communications Administrator will report to Head of Staff and will be the ambassador of "first impressions" when answering the phone, greeting visitors and being at the center of activity as it relates to a wide variety of tasks. More specifically, this role is responsible for:

- Answering phone, greeting guests, monitoring door to grant access via buzzer, as well as monitoring voice and written messages to the office, and distributing mail and deliveries.
- Maintaining the church database making sure files are current with information, and membership status, logging weekly attendance, generating visitor report and other reports as requested.
- Producing a worship bulletin for worship services each Sunday, and special services (Christmas Eve, Memorial, wedding), including announcements and other communications/reports of the Church.
- Preparing the monthly church newsletter, Perspective. Actively works with staff and leadership to put together this publication scheduling articles and announcements.
- Preparing email communications including the weekly "This Week at Plymouth" email; manage email distribution list in Constant Contact.
- Oversees the church website and social media platforms the church uses such as Facebook, Instagram, YouTube, and other platforms the church sees as vital. These platforms must be kept current with photos, posts, information, and engagement.

- Producing visual slide announcements and promotional material for use on multiple communication platforms. Design and print brochures or other promotional materials for the church, as needed.
- Maintaining the online church calendar for all events.
- Coordinating church volunteers and staff for special events, including memorial services, baptisms, weddings.
- Attends and takes minutes at weekly staff meeting as well as gathering minutes from church Committees and Church Council.
- Prepares the annual report of the church, with submissions from church staff and lay leaders.

Position Qualifications:

- High School diploma/GED required. Bachelor's degree preferred.
- Previous experience working in a church office highly desirable.
- Demonstrated experience working with the Microsoft Office Suite and Database Software required.
- Demonstrated attention to detail and ability to proofread without excessive supervision.
- Excellent writing, editing and communication skills.
- Pleasant "can-do" attitude connects well with people and can multi-task and meet changing deadlines critical.
- Demonstrated ability to maintain strict confidentiality and adhere to church policies and procedures as well as be self-directed and be able to complete projects without constant supervision.
- Non-profit experience helpful.

Physical Demands:

The demands listed below are representative of those that must be routinely met by an employee to successfully perform essential duties of this position.

- Requires computer keyboard operations.
- Able to occasionally move items weighing less than 20 pounds, including printer toner and reams of paper.

Our organization is committed to equal employment opportunity. We do not discriminate against employees or applicants based on race, color, religion, gender/sex (including pregnancy, childbirth, and pregnancy-related conditions), sexual orientation, gender identity, national origin, age, physical or mental disability, veteran status, uniform service member status, genetic information, or any other status protected by law.