

# Administrative Director

## Heritage UMC, Overland Park, KS

**Employment Status:** Part-Time

**Hours:** 15-20 hours per week

**Compensation:** \$25 per hour

**Reports To:** Senior Pastor and SPRC

### Position Summary

The Administrative Director provides administrative and organizational support for the weekly operations of the church. This role serves as a central liaison for management, finance coordination, communications, and volunteer support, while also maintaining accurate records. Additional responsibilities may include helping organize special-event activities.

### Key Responsibilities

#### Administrative and Financial Support

- Serve as the primary liaison between church leadership and the Miller Management team.
  - Collect, review, and submit employee time sheets and vendor invoices, deposits, and check requests.
- Collaborate with the Finance Team to support budgeting, reporting, and financial processes as needed.
- Monthly SCRIP Order
- Manage Vendor Relationships
- General Staff Support

#### Volunteer Coordination

- Coordinate volunteers for worship services, office support, and special events.
- Maintain volunteer schedules and assist with communications related to volunteer needs.
- Help in the recruitment and training of interested volunteers

#### Membership and Data Management

- Manage and maintain the church membership database on Subsplash.
- Update member information and generate reports as required.
- Create Forms and Workflows to create effective communications.

## **Communications and Publications**

- Prepare the weekly church bulletin,
  - including content coordination, printing, and posting to the church website.
- Manage church communications, including:
  - Maintaining the website calendar
  - Producing and distributing the monthly e-note
- Social media and Website updates (Optional)

## **Additional Event Coordination**

- Coordinate funerals and weddings, including scheduling, logistics, and communication.
  - *Compensation for funeral and wedding coordination is provided separately on a per-occurrence basis.*

## **Qualifications and Skills**

- Strong organizational and time-management skills with attention to detail
- Excellent written and verbal communication abilities
- Proficiency with office software, databases, and website content management systems
- Ability to work independently and collaboratively with staff, volunteers, and leadership

## **Interested, want to apply or have questions?**

**Email: [wesgp@heritageumc.org](mailto:wesgp@heritageumc.org)**