

**Cross Winds United Methodist Church  
Director of Administration**

**Purpose:** The Director of Administration (DA) provides oversight of the administrative, communication, hospitality, and facilities management functions of Cross Winds UMC.

**Job Qualifications:** The DA must have the ability to direct and coordinate project needs, manage a team of volunteers, work collaboratively with staff, serve as a supervisor as necessary, be a strong communicator, be eager to learn, demonstrate problem solving abilities while working adaptably, be courteous as they welcome others, maintain confidentiality, and be comfortable training others. Specific technical skills include competency with Microsoft Office products & Sharepoint, web page management, graphic design tools, communication tools, and ability to manage church database software as well as other necessary church software programs. Preferred 2+ years of administrative experience.

**Accountability:** This position reports directly to the Lead Pastor. The DA provides work direction to the staff and volunteers as directed by the Lead Pastor.

**Supervisory Role:** Responsible for supervising custodial work, treasurer, and wedding or special event coordinators.

**Position Type**

30 hours per week (20 hours per week will be set aside for standard daytime office hours Monday through Thursday. 10 hours a week will be set aside for meetings and projects beyond office hours, including evening and weekend hours.)

**Job Responsibilities**

**ADMINISTRATIVE MANAGEMENT**

- Manage church membership database which ensures that information is updated and accessible to staff and necessary volunteers
- Serve as primary administrator of Office 365/teams/sharepoint tools
- Manage online registration needs for church ministries
- Provide administrative support to finance team regarding online giving assistance and membership records as needed
- Provide training and assistance for volunteers and staff working with administrative tools
- Manage submissions of required MN Annual Conference reports
- Manage distribution of mail and other timely information to staff and volunteers

## **COMMUNICATION MANAGEMENT**

- Responsible for oversight of church marketing & communication plans including managing the schedule of church communications for branding consistency, strategic communication, and effective evangelism through a variety of communication platforms.
- Work with volunteers and staff to ensure materials are ready for publication in a timely, comprehensive and effective manner, which includes serving as the staff liaison to the communications volunteers.
- Update and coordinate publications of weekly bulletins, church newsletters, weekly church email news, website, social media, church exterior sign, bulletin boards, TV monitors, mailings as needed, etc.

## **HOSPITALITY MANAGEMENT**

- Coordination of front desk ministries including answering phones, website inquiries, and welcoming visitors.
- Work with staff to provide administrative support for membership needs, baptisms, weddings, and funerals.
- Work with ministry teams to coordinate hospitality needs, especially with respect to managing supplies and building usage.
- Provide assistance to worship team regarding volunteer coordination of sanctuary pew clean up care & production of sanctuary pew supplies (offering envelopes, connection cards, etc)

## **FACILITIES MANAGEMENT**

- Responsible for managing building reservations for all groups. This includes managing reservations in compliance with church building use policies, communicating building usage to others, responding to safety & liability concerns, and ensuring there is proper staffing for reserved events.
- Provide administrative support to facilities team(s) and serve as staff liaison
- Work with facilities teams to address needs for telephone, computer hardware, software updates, IT support, and other equipment needs.
- Supervise custodial work with advisement by facilities team

### **Compensation**

\$35,000-\$40,000.

### **Application Info:**

Send resume and letter of intent to pastor.

Rev. Christina Koppes

Address: Cross Winds UMC, 15051 Weaver Lake Rd. Maple Grove MN 55311

Phone: 763-49463

Email: [stinakoppes@crosswindsumc.org](mailto:stinakoppes@crosswindsumc.org)