



Shiloh United Methodist Church  
5261 Foley Rd. Cincinnati OH 45238  
[www.shilohumc.com](http://www.shilohumc.com)

The mission of Shiloh Church is to make disciples of Jesus and change the world. For the current position of Office Administrator, the roles fall into three major categories: clerical support, communications, and worship support.

#### Clerical Support:

- Identify, train, and employ unpaid servants throughout the church
- Provide general clerical support for the lead pastor and staff
- Assist the receptionist when needed (i.e., scheduling over the phone, event coordination)
- Be the primary keeper of the church calendar, building usage, room reservation, and custodial schedule.
- Work with the staff team on event coordination.
- Database management and support
- Be “the face of Shiloh” to church members and visitors
- Manage mail, email, phone, and other communication
- Manage the church office and communications budget
- Order office supplies, flowers, hospitality supplies, and custodial supplies
- Ensure machines and technology are maintained and in working order
- Filing important documents
- Other duties as required

#### Communications:

- Writing and publishing most printed media (i.e. prayer list, building calendar, bulletins) as well as providing support for ministries that need printed media
- Manage Shiloh’s branded social media accounts (Facebook, Twitter, Instagram, etc)
- Manage Google ads and other marketing accounts
- Manage website and other online resources
- Manage Shiloh App and everything associated
- Publish monthly email newsletters
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#### Worship Support:

- Provide assistance for Sunday Worship through planning, media and technology assistance
- Work with staff and servants on ways to improve hospitality in environment and interaction (greeters, stewards, coffee, etc)

#### Requirements:

- Spiritual
  - Profess Jesus Christ as Lord and Savior
  - Commitment to personal spiritual growth and healthy lifestyle
  - Considers this position as a ministry, not just a job
  - Models standards and expectations of staff members within Shiloh Church including worship attendance at Shiloh, life group participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness
- Education
  - High School Diploma/GED required
  - Bachelor degree in marketing/communications or related field would be helpful
- Experience
  - Experience serving in a local church
  - Experience using technology for organization and communication
  - Experience planning and coordinating events
- Skills
  - Strong interpersonal, customer service, team leadership, and teaming skills
  - Exceptional command of English language conventions (grammar, spelling punctuation)
  - Ability to write creatively and concisely
  - Strong eye for detail in all areas of work performance and ability to proofread
  - The ability to see things through the eyes of a guest
  - High energy and time flexibility
  - Must love variety and be energized by change and new task and learning opportunities
  - Technically savvy, highly proficient in Microsoft Office, Wordpress, Hootsuite, Roll Call, and Google Adwords
  - Ability to prioritize and perform tasks with little supervision
  - Ability to delegate, train, and empower servants to live into their calling
  - Strong problem solving and system building skills that will allow ministry and mission to happen with excellence even when roles have been delegated
- Time Commitment
  - The candidate should be able to accomplish the tasks in 30 - 35 hrs per week
  - Much of the time spent will be during the regular office hours
  - The needs of the church will be the primary driver of scheduling and time delegation