

## HELP WANTED!

### ADMINISTRATIVE AND FACILITIES MANAGER First United Methodist Church of Palo Alto

We are a welcoming, inclusive church that has thrived in Palo Alto for 125 years. We are committed to having great relationships in our community. We also have a long history of happy collaboration with the manager in this position. This person is central to the operation of our church. The work is interesting, varied, detailed, enjoyable, and can sometimes be unpredictable. See [www.FirstPaloAlto.com](http://www.FirstPaloAlto.com) for more about us.

**What the Administrative and Facilities Manager does:** You are the primary contact for everyone outside our church, such as other churches, local government agencies, various companies, community members and people in need. You manage the daily functions of the office, supervising an assistant and custodians, and work with our ministers, volunteers, constituents and vendors.

You will help the minister and provide clerical support and other assistance, such as correspondence and document creation, and welcoming her visitors. Other duties include record-keeping, social media and publicity postings, and implementing human resources procedures including training new staff, working with payroll and audits, etc. You will regularly organize mass mailings and complete required outside reports. You will also guide staff and volunteers regarding administrative and financial procedures.

Running our church's calendar is a very important function. You will coordinate and oversee scheduling and use of our facilities by maintaining the church calendar for church and community events, working closely with our Wedding, Events and Concert Coordinators.

You also help coordinate and schedule the maintenance and security of the building including its equipment and furnishings. You will assist our Board of Trustees to address facilities issues such as plumbing, repairs, maintenance and cleaning.

**Qualifications:** *You can excel at this job if you can proficiently use PCs, Windows OS, MS Office and Publisher. Knowledge of social media, websites, basic office equipment and standard office procedures is required. Good organization skills are necessary. A high school degree or its equivalent is required.*

**Compensation and benefits** are competitive. Health insurance, a retirement plan, vacation and sick pay are included. There is on-site access to discounted preschool child care. We offer free parking, and a location close to major transit lines, including Cal-Train. This is a full time position at 40 hours per week. Some schedule flexibility may be possible by prior arrangement with your supervisor, our senior pastor. The salary range is \$48,000 to \$54,000 annually depending on education and experience.

***To apply, please send a cover letter by email, and attach your resume to [Jobs@FirstPaloAlto.com](mailto:Jobs@FirstPaloAlto.com)***