

Office Administrator – Grinnell Friends Church

-Ascribes and adheres to Iowa Yearly Meeting of Friends theological beliefs, practice, and local church organizational procedures as stated in the Discipline of Iowa Yearly Meeting

<https://www.iam.org/docs/iamdiscipline.pdf>

-Agrees with our Grinnell Friends Church Statement of Faith

<http://www.grinnellfriends.org/what-we-believe.html>

Worship Administration

- Develop the weekly worship bulletin and any accompanying inserts. (Design, print, fold)
- Develop weekly email announcements.
- Update the monthly church birthday and anniversary calendar.
- Keep the church database and directory up to date with attender contacts.
- Follow-up (or coordinate follow-up) with church visitors via email or mailings.
- Perform basic website updates.
- Collaborate with other church staff to create a more visible church presence with existing and potential new social media.
- Run background checks on all new volunteers working with minors.

Social Administration

- Respond to requests for assistance. (This includes, but is not limited to, Renewed Hope furniture requests, hotel vouchers, gas money, food insecurities, etc. This may involve setting up furniture pick-up and delivery times, giving Ministerial Association vouchers, or referring the requests to other community resources.)
- Set up the monthly schedules for open unit days, as well as pick ups and deliveries. Coordinate with the Renewed director to finalize this.
- Attend the Renewed Hope Home Furnishings Committee (on 4th Tuesday of every month at 6:30 pm) to give a report on new business.

Special Projects (seasonal or as time permits)

- Assist in developing the Volunteer Recruitment Program and Donor Program for Renewed Hope. Coordinate and oversee a list of volunteers who are able to respond to immediate furniture needs during the week. Develop a recurring schedule.
- Research grants that may be available for this ministry and assist in the application of said grants.
- Assist RHHF and GFC Staff on special events as opportunities arise.

Other Details

- Allotted up to 20 hours per week.