

JOB POSTINGS

OVERVIEW: United Methodist Church of the Dunes is an established, active, and growing congregation. Because of employee retirements and life changes, three positions have been posted: Kitchen Coordinator (this page), Communications Lead (page 2), and Finance Manager (page 3). Application instructions are provided at the end of each position summary.

Kitchen Coordinator

Part time, hours vary/averages 10 hours per week, Sunday availability required

Church of the Dunes is seeking an organized, hospitality-driven, and quality-focused Kitchen Coordinator. The person in this position coordinates the food preparation functions for church member events, special conferences and meetings, special food service requests, and an array of events throughout the year where/when food is desired. Duties include cleaning, management, and overall operation of the kitchens and lounge kitchenette, and stocking and managing related supplies.

Position Responsibilities include *(but are not limited to):*

- Work with event chairpersons to determine what they desire and then ensure that adequate supplies, equipment, and related items are available and ready for use.
- Determine that the event has enough people to prepare, serve, and clean up.
- Interact with the church custodian regarding event schedules and set-up needs.
- Oversee training of local caterers to the church's kitchen operations and maintain an approved caterer list.
- Coordinate with funeral homes, caterers, and families for any funeral meals served.
- Coordinate all private events (baby showers, anniversary parties).
- Coordinate Sunday morning coffee fellowship time.
- Maintain inventory of all kitchen equipment and supplies and secure replacement and repairs as needed.

Qualifications:

Minimum of high school education, prior experience in food preparation, with experience in food preparation for larger groups preferred, must be food safety certified by the Ottawa County Department of Public Health (testing required) or willing to become certified.

Core Competencies:

Organizing, planning, handle multiple tasks and projects simultaneously, work well independently and accomplish duties without supervision, relate well to all kinds of people with diplomacy and tact, be regarded as a team player, committed to learning and growth.

To apply: Send a cover letter and resume that includes previous related experience to Church of the Dunes Staff Parish Relations Committee (SPRC) at umcd.sprc@gmail.com

Communications Lead

Part-time, 20 hours per week

Church of the Dunes is seeking an organized, articulate, and creative Communications Lead to develop and produce communications for the church. The person in this position plays a key role in creating the content that goes out in newsletters, bulletin announcements, the church's website, social media posts, digital information monitors, and other communications content distributed by the church. The Communications Lead must ensure that all content is in line with the church's mission and goals and its desired image of the church – both internally and to the public.

Position Responsibilities include *(but are not limited to):*

- Complete and develop content, edit, and layout of monthly newsletter.
- Compile, edit, and prepare announcements section of the weekly bulletin.
- Create, update, and edit website content.
- Prepare and update template for weekly congregational email.
- Provide graphic design and content editing support for ministry staff.
- Design and edit brochures for the church and its ministry areas.
- Develop and update content for communications video monitors in the church building.
- Create, curate, and post social media content.
- Develop content for church sign, work with volunteers to update sign content.
- Oversee website maintenance plan, domain name and hosting services.
- Provide internal publicity and communications support for church groups and/or committees.

Qualifications:

Bachelor's degree in communications is preferred, but relevant experience, ability, and other training may be considered. Excellent writing, planning, and organizational skills are needed, basic graphic design skills (using Microsoft Publisher) and website content update skills (using Elementor: Website Builder) preferred.

Core Competencies:

Organizing, planning, sets objectives and goals, evaluates results, relates well to all kinds of people, builds rapport, uses diplomacy and tact, a team player, able to manage multiple projects simultaneously and able to work without supervision, committed to learning and growth.

To apply: Send a cover letter and resume that includes previous related experience to Church of the Dunes Staff Parish Relations Committee (SPRC) at umcd.sprc@gmail.com

Finance Manager

Part-time, 10-12 hours per week

Church of the Dunes is seeking a Finance Manager with professional decorum, discretion, and integrity to prepare financial reports for various church committees, assist in the annual budget process, assure compliance with all federal, state, and local tax laws, oversee reconciliations, and manage payroll operations. This person manages all financial activities via the church's computerized membership and accounting system, monitors the cash position of the church, oversees accounts payable, and records individual giving.

Position Responsibilities include *(but are not limited to):*

- Manage accounts payable.
- Verify Sunday contributions.
- Balance and reconcile all church bank accounts.
- Fulfill various payroll functions, including tax deposits and tax reporting information.
- Assist the Finance Committee in the annual budget preparation.
- Develop and distribute internal financial reports.
- Attend monthly meetings (may take place in the evening) of the Finance Committee to report on financial status of the church.
- Ensure with Finance Committee an annual audit.
- Records individual giving.

Qualifications:

Four-year degree in accounting or finance is preferred, with prior accounting experience (at least five years). Church or church-related or non-profit fiscal management experience preferred. Strong computer proficiency in word processing, database, email and spreadsheet programs. An ability to maintain utmost confidentiality is critical.

Core Competencies:

Organizing, planning, setting objectives and goals, assessing the length and difficulty of a project, self-motivated and able to work alone without supervision, able to manage duties and tasks while managing interruptions, while still being attentive to details.

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