

Administrative Assistant Job Description

HOURS:

- Currently, this is a part time position, with office hours 8:30am – 3:00pm, Monday – Friday. Other hours, including some on weekends, may also be required depending on church programs, events and work demands.

OBJECTIVES:

- The Administrative Assistant performs secretarial and administrative tasks, under the general day-to-day supervision of the Lead Pastor. This position directs the physical operations of the church office and plays an important role in communications, coordination of church activities and accomplishing the various ministries of Wrightsboro UMC.

QUALIFICATIONS:

- Must be a faithful and mature Disciple of Jesus Christ, and have a theological and Biblical understanding of and respect for the beliefs and teachings of the United Methodist Church.
- Must be an outgoing “people person” with good interpersonal skills.
- College graduate or equivalent work-related experience.
- Strong computer skills are imperative, including proficiency in Microsoft Word, Excel, Publisher, PowerPoint; Church Windows; email/internet browsers; Constant Contact; WordPress; etc.
- Proficiency in the use of standard office tools (copier/printer, telephone, scanner, letter folder, fax, etc.).
- Must be organized, efficient and self-motivated. Ideal candidate must be able to undertake and complete tasks without constant, direct supervision.
- Excellent communication skills, both verbal and written.

PRIMARY ROLES & PURPOSES OF POSITION:

- As the primary contact person of WUMC, must exhibit and extend genuine hospitality to all who come into contact with the church.
- Primary role is to provide support to the Lead Pastor and other Staff and volunteers, as directed by the Lead Pastor, in order to assist them in performing and achieving their particular areas of ministry.
- In general, to insure that the church office runs smoothly and that all communications both within and outside the church are clear, accurate and effective.

SUPERVISION AND REPORTING:

- Reports to and serves under the daily supervision of the Lead Pastor, with oversight by the Staff Parish Relations Committee (SPRC).

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Answer phones; screen and route all incoming calls; return calls as needed; take and deliver messages
- Open church facilities during office hours.
- Assist in all secretarial work of the church, including but not limited to preparation of worship bulletins, weekly updates and monthly Newsletters
- Prepare, post and maintain information in lobby, such as upcoming events, opportunities, signup sheets, etc.
- Attend and participate in all staff meetings, as called by the Lead Pastor
- Serve as Financial Secretary, which includes preparing and distributing quarterly statements for all tithes and gifts received
- Order office/church supplies and materials as needed and/or requested, and maintaining office equipment
- Maintain a “call list” for plumbing, copier, and other repairs; notify Lead Pastor, Trustees Chair and/or Maintenance Facilitator if repairs appear needed.
- Issue purchase orders for purchases made. Match up all incoming bills to purchase orders and match to the corresponding item in the budget and forward to the treasurer.
- Schedule use of church facilities for meetings and events, under the supervision of the Lead Pastor and Trustees; maintain Building Use forms and applications
- Organize and maintain church calendar of all events, noting areas to be used
- Send out reminders about church-related meetings, as requested by the Lead Pastor, other Staff or committee chairs
- Collect mail and distribute to proper persons; respond to mail, as appropriate
- Check email and respond, or forward to proper person, as appropriate
- Type, print, and fold weekly bulletins and inserts; prepare slides for Sunday morning announcements
- Serve as Membership Secretary, maintaining accurate and current membership records; issue and respond to transfer requests; prepare certificates
- Record and maintain attendance records for worship and Sunday school in Church Windows.
- Assist Lead Pastor and other Staff in preparing all District and Conference reports, as well as any other reports for church use
- Maintain current contact list and/or data base for all members of the WUMC family (telephone, email, mailing address, etc.)
- Routine filing and maintenance of all church related files, paperwork and records

- Prepare visitor information materials and place in Visitor's Center; correspond with first-time visitors with a letter from the Pastor which is to be mailed the Monday following their visit to worship.
- Distribute keys and security codes to appropriate persons, and maintain accurate list of recipients
- Notify Lead Pastor and Nurture & Congregational Care Team Coordinator of any known hospitalizations, surgeries, deaths, emergencies, etc. within the WUMC family
- Send out cards to members of the WUMC family (birthday, anniversary, sympathy, get well, thinking of you, miss you, etc.) in consultation with the Lead Pastor and/or Nurture and Congregational Care Team Coordinator.
- Prepare and share any prayer concerns with church family through emails and/or bulletins
- Notify volunteers of upcoming responsibilities
- Organize and train volunteers to assist with general office work
- Any other duties or responsibilities as deemed necessary by the Lead Pastor and/or SPRC

OTHER GENERAL EXPECTATIONS INCLUDE:

- Must be ever conscious of the need for absolute and total confidentiality, understanding that a breach of confidentiality could result in immediate dismissal
- Always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic and accountability
- Be willing and able to work in a variety of settings and circumstances, with composure and flexibility
- Be willing to travel locally, as the need arises
- Always exercise discernment and wise judgment
- Be a person who gives extreme attention to details with an eye for excellence
- Have a good attitude with the willingness to seek new information, training, and resources as needed

To apply send a letter of interest and resume (in Word or PDF format) to david@wrightsboroumc.org