

First United Methodist Church

Job Title: Administrative Assistant

Reports to: Director of Administration & Missional Service

Purpose: Will assist the Director of Administration and Missional Services in execution of duties, manage the church office, and administration while serving the church's mission, core values and ministries.

Duties and responsibilities include, but are not limited to:

- Assist the Director of Administration and Missional Service
- Supervise office assistants. (Paid or Unpaid)
- Schedule all church events and rooms in the facility.
- Read and manage general church correspondence.
- Prepare church mailings.
- Prepare monthly newsletter and other church media.
- Maintain Master Calendar
- Update and maintain church website and calendar.
- Enter weekly attendance, update member information and send welcome letters.
- Answer phones and greet officer visitors.
- Assist staff in their ministry areas as allowed by Dir of Admin.
- Other duties as assigned by Dir of Admin.

Qualifications include, but are not limited to:

- Experience in office management, business or relevant coursework required. Bachelors Degree in business preferred.
- 5+ years of administrative assistant experience in a church, non-profit or service organization.
- Must be able to lift a minimum of 25 lbs.
- Must be able to travel (valid driver's license) and make personal visits.

Required Skills:

- Organization
- Communication skills both written and verbal
- Computer Software (Word, Excel, Publisher, Database Management and PowerPoint)
- Website development and maintenance.
- Familiarity with online media (FaceBook, Twitter, Instagram & Snapchat, etc...)
- Confidentiality
- Ability to operate copier, folding machine and general tools (hammer, screwdrivers, etc...)
- Conflict resolution
- Ability to set and meet deadlines

Revised: Wednesday, December 13, 17