

**Job Description:** Administrative Assistant 2-16-2017

**Reports to:** Pastor

**Liaison:** SPRC designee

**Hours:** 40 hours per week

## **Qualifications/Skills**

- Positive attitude and enjoys working with all age church members.
- Excellent computer and technology skills. Website, newsletter, etc.
- Experience in financial and office management.
- Able to collect and report data to committees,
- Experience in preparing schedules, calendars and overseeing event management.
- Experience in employee management upholding job descriptions for all other employees.
- Excellent communication skills to work with members of the congregation in relation to the function of the church and its employees.
- Able to multitask as receptionist, secretary, and Administrative Assistant.
- Experience working with multiple committees and chairpersons
- Able to work cooperatively and collaboratively with pastor and other coworkers.
- Follows instructions and asks questions when necessary.
- Four year degree in office administration or equivalent job experience.
- Commitment to confidentiality.

## **Responsibilities:**

- Marketing and maintaining a visible presence in the community by researching creative ideas, plans, and organizes methods in collaboration with the pastor ideas for
  - Website development and maintenance – Face book, blogs, etc.
  - Design, develop, and edit the newsletter and post on the website per articles received from committees and members.
  - Scheduling
- Office Manager to oversee the day to day operation of the church and coordination with staff, with reports to Pastor and to Staff Parish Relations Committee
- Oversee and maintain all aspects of the budget.
  - Monitor spending and report any differences to Finance Committee
  - Accounts receivable
    - Input Weekly offering amounts in computer after compilation by Financial Secretary
    - Memorials
    - Donations
  - Accountants payable
  - Write or assist with grant writing

- Financial reporting and management
  - Payroll
  - Order office supplies
  - Coordinate ordering of all other supplies requests from other staff
  - Monthly Report on financial condition of the congregation
  - Annual year end reports submitted to appropriate entities
  - Federal reporting forms
  - File W-2 forms
  - Manage petty cash
  - Contributions: Record compilation of weekly offering as prepared by Financial Secretary, prepare offering envelopes yearly and as needed throughout the year, prepare offering sheets used by offering counters, prepare Quarterly giving statements
  - Fiscal reports to annual conference
  - Set up and maintain direct deposits for contributions
  - Assist with Fall Finance Campaign
- Communication coordinator
  - Record and file all minutes from all committees in permanent file
  - Retain Post Event Form for files on all church events
  - Facilitate communication between committee members before and after events
  - Prepare a flyer for distribution to introduce UMC to non members
  - Welcome letters to first time visitors
  - Cards to congregational members
  - Maintain Parish News Page with member information provided by members or staff with member's permission.
  - Prepare and send weekly emails: Parish News and reminders to volunteers
- Contributes to evaluation of all staff members
- Create and maintain a master calendar of events
  - Schedule all events
  - Coordinate with all staff, committees and church members
- Keep membership records
- Record attendance at worship services
- Report unusual attendance patterns to Director of Congregational Care
- Answer phone
- Greet visitors who come to the office
- Maintain all office files
- Bulletin Preparation
- Publish Pictorial Directory and updates
- Publish Membership Directory and maintain
- Search files for requested historical information for committee members
- Other duties assigned by the pastor or Staff Parish Relationship Committee
- Attend staff meetings as scheduled
- Weddings: coordinate scheduling with pastor, record date on calendar, handle paperwork with couple, receive and record building deposit, collect remaining fees due
- Camp: mail in camp registrations, prepare checks for camperships, maintain camp records
- Prepare schedules for ushers, liturgists, greeters, coffee servers (twice a year)