

Welborne United Methodist Church

Position Title: Administrative Assistant

Reports To: Senior Pastor

Position: 30 hr/week, Office Hours 9-3 M-F

Salary: \$15-16/hour (\$23,400-\$24,960) Commensurate with experience.

Education/Training: An undergraduate or two-year degree is preferred. Proficiency with Microsoft Office programs is a necessity, as well as familiarity with WordPress or a similar blog hosting site, database software, accounting software, and internet based mail programs such as Constant Contact.

Expected Results:

- Efficient operation of the church office in areas of:
 - Communications
 - Office Management
 - Membership Database
 - Bookkeeping
- Strong presence of hospitality to those who call, email, or visit the church office.

General Job Description/Responsibilities:

Communication

- Create, produce and publish:
 - worship bulletins weekly and for special services.
 - weekly Power Points for worship.
 - brochures and publicity for general church activities, as well as specific ministries, on a regular basis.
 - weekly website communications.
 - weekly communication for the church in the email software.
- Provide social media support for communicating through the church's accounts (currently Facebook and Instagram).
- Answer telephone during office hours and screen and direct calls to staff and volunteers.
- Maintain messages on church electronic sign.
- Assist leaders in notifying people of service or meetings for which they are scheduled.
- Prepare and process bulk mailings.

Office Management

- Provide a welcoming presence during office hours for people connecting with the church office in person, by phone, or electronically.
- Manage office equipment and oversee purchase of office supplies.

- Maintain the church calendar and receive and assign requests for space use by groups within the church and in the community, according to the church policies.
- Maintain records for all keys given for church use.
- Work as a team player with the staff and attend staff meetings.
- Oversee denominational reporting (statistics, metrics, Charge Conference).
- Maintain files for all ministries.
- Acknowledge memorial gifts.

Database Management

- Maintain accurate membership database of all relevant information.
- Prepare paperwork for new members, baptisms, and other changes.

Bookkeeping

- Administer building fees for outside groups.
- Oversee office petty cash.
- Oversee use of church credit card.
- Enter bills in financial software.

Other duties as assigned.

Core Competencies

Recognizing that not all elements of an effective staff position are functional, the following core competencies are also requirements of this position:

Confidentiality

Understands the highly confidential nature of congregational work. Keeps information to themselves, especially when related to HIPPA regulations.

Relational

Interacts appropriately with a wide variety of people. Demonstrates patience and a positive demeanor even in stressful circumstances.

Attention to Communication

Ensures that information is passed on to others who should be kept informed.

Flexibility

Remains open-minded and changes opinions on the basis of new information; performs a wide variety of tasks and changes focus quickly as demands change; manages transitions from task to task effectively; adapts to varying needs.

Organization

Manages multiple projects; determines project urgency in a practical way; meets deadlines effectively.

Method of Compensation and Employment Status

Part-Time (30 hours/week) Salaried employee

Office Hours are Monday-Friday 9-3. There may be flexibility for hours to vary seasonally for personal reasons.

Vacation and Sick Leave

- Part-time employees with five (5) years or less earn a half day (1/2) of vacation per month. After five (5) years, part-time employees earn one (1) day per month.
- 6 days of personal leave allowed in addition to vacation.
- All vacation and sick leave are scheduled in consultation with the Senior Pastor.
- Holidays are listed in the Personnel Policies.

Personnel Policies

This position is also bound to the Personnel Policies approved by Welborne UMC for the entire lay staff.