

## Administrative Assistant

**Position:** part-time/non-exempt

**Reports to:** Lead Pastor

**Supervision:** Office Volunteers, Substitute Office Employees

**Job Summary:** The Administrative Assistant welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. He or she coordinates much of the administrative work of the church office and provides administrative support for the pastoral staff and program staff.

**Qualifications:** (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

- Be a committed follower of Jesus Christ, seeking to know, love and serve God.
- Exemplify the church's values and uphold the staff covenant.
- Understand and be able to champion the church's purpose, vision and journey and the theology and traditions of the United Methodist Church.
- Honor confidentiality and handle confidential documents responsibly
- Flexibility and the ability to multitask
- Proficiency with written and oral communication
- Ability to collaborate and coordinate with others to accomplish a task

### Essential Duties and Responsibilities:

- Greet and direct in-person visitors to the church during office hours
- Answer the telephone and direct callers to the appropriate staff member or volunteer.
- Take messages for church staff and volunteers
- Receives, sorts, and forwards incoming mail.
- Assists in the ordering, receiving, stocking and distribution of office supplies
- Assists with other related clerical duties such as photocopying, faxing, filing, and collating.
- Maintain an awareness of church programs (and community programs for referral) to assist in answering questions of church member and community members.
- Maintain the church calendar including coordinating church events, facilities and scheduling community events.
- Maintain the church's membership database in coordination with the Membership Secretary.
- Assist in Charge Conference and End-of-Year reporting.
- Communicate with the Pastor and other congregational care ministries concerning pastoral care needs including hospitalizations and deaths.
- Other duties as assigned by the Lead Pastor.