

Northlawn United Methodist Church
ADMINISTRATIVE ASSISTANT
Job Description

Nature of Work

This is important front line office work performed for the pastor and leadership of the church. The Administrative Assistant is integral to the smooth operation of a church. Work involves ongoing public contact in person and by phone, as receptionist as well as clerical duties including typing, filing, sorting, mathematical computations, posting data, keeping records and operating office machines. Work requires the exercise of initiative, sound judgment, confidentiality, and discretion in the performance of duties. Critical qualifications for anyone occupying this position are discretion, a positive attitude, strong problem-solving abilities and excellent communication and interpersonal skills. The Administrative Assistant will report to the Pastor.

Examples of Work

- Acts as receptionist; answers telephone and responds to calls, voicemail, email, and correspondence and refers to the pastor or appropriate leadership person for action, when appropriate.
- Plans and organizes office and work activities, communicates with pastor, worship team, and church leadership to complete tasks in a timely manner and ensure accuracy and quality outcomes
- Plans, collects information, formats, and types weekly bulletin, announcements, letters, and email, as well as the monthly newsletter, periodic brochures, and other publications using a computer.
- Responsible for scheduling of liturgist, communion servers, and sending meeting reminders for meetings and events. Keeps volunteer forms up-to-date.
- Initiates worship guest follow up records and correspondence
- Keeps official church membership records, reports, tracks attendance and maintains information in software database
- Orders and maintains supplies and equipment necessary for office operations.
- Ensures appropriate confidentiality of all information, correspondence and reports
- Performs other related duties as assigned

Minimum Qualifications

- Computer literate with solid working knowledge of MS Windows and MS Office, Google Drive/Docs with ability to learn additional church specific software applications.
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong time management and organizational skills with the ability to multi-task
- Willingness to learn and desire for excellence
- Thorough knowledge of business communications, standard office procedures, effective practices and processes
- Ability to make independent decisions in accordance with established policies and procedures.
- Ability to prioritize, organize and perform work independently and on deadline
- Ability to operate a variety of office equipment including computers and other electronic equipment
- Ability to establish and maintain friendly and effective working relationships with staff, congregation, and the public
- Ability to lift 20 lbs. and walk around the facility

Minimum Training and Experience

Graduation from high school and five years of experience in responsible clerical and administrative work; or any equivalent combination of training and experience

Job Type: Part-time (Currently three days per week, 15-20 hours per week)

Rate of Pay: \$12.50 hr.