

ADMINISTRATIVE ASSISTANT

Alma United Methodist Church
501 Gratiot Ave., Alma, Michigan
almaumc.com

The Church Administrative Assistant will be responsible for the administrative tasks of the church office and for assisting the Pastor in meeting his/her administrative duties.

The types of activities that are included are:

- Create weekly PowerPoint presentations for the service (announcements & sermon content)
- Development of the weekly church announcements
- Development of the weekly church bulletin
- Development and distribution of the monthly newsletter
- Updating of the church website & social media
- Create brochures, flyers, postcards, etc. as promotional pieces
- Keeping the church calendar
- Answering telephones
- Inventory and ordering of office supplies
- Assistance in development of annual Church Conference reports

SKILLS

The Church Administrative Assistant position requires the following skills:

- Proficient in the use of MS Office Programs (Word, Excel, PowerPoint, Access)
- Knowledge of office equipment such as printers, copiers and fax machines.
- Excellent communication skills: verbal, written and electronic
- Organization skills
- Confidentiality
- Web page and social media management skills

Hours, Compensation and Benefits

This position is for 20 hours per week, Monday-Thursday from 8:30 am to 1:30 pm and pays \$12.00 per hour. **(Hours and days may be occasionally modified with the approval of the supervisor)**

There will be 5 days paid vacation leave, and an additional 5 days paid illness leave.

There will be a 60 day performance review initially, and an annual performance evaluation.

COMMITTEE RESPONSIBLE FOR SUPERVISION: Staff-Parish Relations Team
SUPERVISOR: Pastor

Developed 6/19/18