

ADMINISTRATIVE ASSISTANT
First United Methodist Church, Manhattan, KS

Ministry Summary

The Administrative Assistant is the first point of contact assisting guests and members in the church office and over the phone. This full-time position is responsible for administrative support to the pastoral and program staff, as well as event management and scheduling.

Responsibilities

First Impressions

- Serve as receptionist - answer phones, assist walk-ins, extend hospitality.
- Assist Connections Team as needed with scheduling and reminders for ushers, greeters, welcome center, and first time guest follow-up.
- Connect neighbors in need of assistance with Lydia Ministers.

Administrative Support

- Support pastoral and program staff with office duties.
- Assist pastors as requested.
- Record and track Sunday morning worship attendance.
- Keep membership records current, including deaths and births, in the Arena database.
- Date and distribute incoming mail.
- Create mailings as needed.
- Serve as the Arena church database software administrator which includes running updates, building reports, and training staff to fully use the software and functions.

Event Management

- Keep church calendar current, schedule events, coordinate facility space with requests from church groups and outside functions.
- Keep monitors up to date and provide timely signage for daily church campus activities.
- Take reservations for church events.
- Keep wedding calendar current - talk with couples about initial dates, needs, requirements, and communicate with pastors and wedding coordinators about requests.
- Arrange for funeral dinners/receptions in coordination with bereavement meal group leaders.
- Keep schedule for church vehicle usage in coordination with Maintenance Supervisor.

Preferred Skills, Knowledge, Abilities

- Ability to meet and interact professionally with the public.
- Strong organizational skills and attention to detail.
- Strong written and oral communication skills.
- Proficiency in Publisher, Outlook, Word, Excel, and willingness to learn the Arena database and Mailchimp.

- Ability to work as a member of a team.
- Ability to handle confidential information.

Desired Education and Experience

- College degree preferred
- Minimum of 3 years work experience in related field

Accountability

- The Administrative Assistant is under the supervision of the Senior Pastor.

Compensation

- The current financial compensation is a salary of \$35,000, plus pension benefits at 6% of base compensation.