



JOB DESCRIPTION

Administrative Assistant

Type: Full-time (non-exempt)

Benefits: Yes (medical, dental, vision, life, retirement options)

Supervisor: Business Manager

Overview:

To provide support for Program Staff in various areas of ministry as well as congregational communications.

Requirements of Position:

Candidate must:

- Be at least 18 years old, preferably 21 years old
- Have personal relationship with Jesus Christ and understand the heart behind our ministry to children and families
- Understand and comply with church rules, regulations, policies, and procedures
- Be Safe Sanctuary trained & complete criminal background check
- Have experience with creating graphics, flyers, and other communications

Job Responsibilities:

- Provide direct administrative support for directors of youth & missions, as well as the business manager and associate ministers as needed
- Gather information, edit, proof, and publish the monthly First Word (newsletter)
- Maintain church calendars. Various calendars include the digital FUMC Master Calendar (internal), Google Calendar (external), and be the general keeper of calendar information for staff planning
- Create signs, programs, brochures, room schedules, posters, bulletin inserts, etc. for church-hosted events and services
- Create graphics for Wednesday Night Supper announcements and make sure they are turned on and running in Ford Hall prior to 5pm
- Write up acknowledgments for memorials and honorariums
- Prepare & proof orders of worship and announcements for all services & classes
- Order & distribute literature at the direction of the Associate Minister over discipleship
- Assist in registration for events, studies, or classes
- Provide weekly attendance rolls for classes
- Answer phones & greet visitors in the front office, other reception duties as needed
- Assist in purchasing supplies for the office and various events & worship services
- Prepare and communicate schedules for ushers & communion servers to volunteers
- Keep a stock of batteries in office and sanctuary (AAA, AA, 9V) for mics
- Collect payments for Wednesday Night Supper on a rotation basis (every other month from 5-6 on Wednesdays)



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- Keep records of youth credits earned by those who serve so they can be used for their trips or activities
- Assist Youth director with graduation details by providing information about students and preparing cue cards or notes for the Sunday service
- Assist Associate Minister in secret pal mailings
- Keep records of Safe Sanctuary training dates and completed trainings by volunteers and staff
- Record & provide copies of Health forms for all children & youth plus chaperones for trips
- Other duties as assigned

Knowledge/Skills/Abilities:

- Proficient computer & technology skills
- Excellent written and verbal communication skills
- Experience in creating visually interesting promotional materials
- Confidentiality & trust
- Organizational skills and ability to manage time well, including making your own priority schedule
- A joyful demeanor in greeting staff, members, and visitors