

**Job Description for
Administrative Assistant**
at Salem United Methodist Church
Pigeon, Michigan

General Purpose

The Administrative Assistant oversees the operation of the church office and assists the pastor and staff with a variety of administrative duties. Your job is to ensure that the church is running efficiently, accurately, and always with discretion for people's personal information.

Basic Qualifications

The Administrative Assistant is expected to serve as the church's first point of contact with church members and the public. The successful candidate will be a motivated self-starter with a professional demeanor and will possess a positive attitude and excellent verbal, written and interpersonal communication skills. This individual must be able to remain productive with minimal supervision and be able to work as part of a team. The Administrative Assistant must have experience with the Windows operating system and be proficient with Microsoft Office, Publisher, various social media platforms as well as experience with church management software.

Expectations/Duties

The Administrative Assistant will:

- Act as receptionist for the church, answering phones, picking-up and distributing mail, processing incoming emails in a timely manner and greeting all visitors
- Prepare and distribute all documents of the church such as weekly bulletins, funeral programs, newsletters, meeting minutes, annual church conference reports and year-end reports, weekly attendance and offering reports and regular updates of membership database
- Maintain church's petty cash account and provide a monthly report to church treasurer
- Manage church-wide master calendar
- Oversee church's communication platforms including phone tree, website and Facebook page
- Confirm upcoming worship assistants duties on a weekly basis
- Assume responsibility for maintenance of office equipment including but not limited to computers, copy machines and fax machines
- Monitor office supplies by checking inventory and order items as needed
- Respond to questions and requests for information
- Maintain online member directory and coordinate hard copy directory program
- Offer administrative support to the pastor as well as the directors of youth and children's ministry
- Perform other duties as directed by the pastor

Experience

- Proficiency in Microsoft Office with expertise in Word, PowerPoint, Excel and Publisher
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills, both verbal and written
- Superior organization skills, ability to prioritize and dedication to completing projects in a timely manner

Terms of Employment

- The Administrative Assistant is employed by the staff-parish relations committee and shall work under the supervision of the pastor
- The administrative assistant shall offer secretarial support services to other departments (i.e., directors of children and youth ministry and lay leadership)
- The first 180 calendar days of your employment are considered to be a period of training and adjustment. During this time, informal evaluations are made of your work to determine how well you are adjusting to Salem UMC and how Salem UMC is working for you. If you are having problems, they should be discussed with your supervisor so that every effort can be made to correct any difficulties.
- At the conclusion of the 180 calendar days, a determination will be made regarding continuation of employment.
- This is an “at-will” hourly, part-time position (20-25 hours/week)
- Hourly wage is negotiable, dependent on prior experience