

First United Methodist Church – Cleveland, TN

Job Title: Administrative Assistant

Reports To: Senior Pastor

Work Hours: Part-Time, 20 hours/week: Monday-Thursday, 9:00 a.m. – 2:00 p.m.

Job Summary:

The Administrative Assistant for First United Methodist Church is the central point of contact for the congregation and works with the pastor and staff to facilitate ministry, communication and care to the church members. This person serves as office greeter to church members and visitors including community members seeking assistance.

Duties and Responsibilities

- Answer and direct all church phone calls and emails
- Prepare, print and copy bulletins for weekly Sunday services, special events and programs
- Prepare, print, mail and email church newsletter
- Create multimedia for use on website/monitors/flyers/etc.
- Keep record of all staff vacation/sick/personal days
- Assist committees with the preparation and copying of materials, lists and correspondence
- Email and text church membership reminders for weekly worship service, committee meetings and special events
- Maintain and update the church member and regular attendee contact information: address, email and phone numbers
- Maintain and update church calendar of events, website and social media sites
- Maintain and update church prayer chains
- Track visitor attendance and maintain contact information
- Track attendance numbers for worship services, children/youth programs, and other events
- Prepare Conference reports and send membership transfer in and out information
- Stock office supplies and church materials as needed
- Repair office equipment as needed or call for repair
- Organize Wednesday night dinners and reservations
- Keep Altar Flower calendar
- Other duties as assigned

Qualifications and Skills

- Clerical experience in church office setting is preferred.
- Associate Degree or comparable training is preferred.
- Excellent interpersonal skills, verbal & written communications skills and organizational skills
- Ability to multi-task, work independently and make responsible judgment calls
- Ability to work effectively with other employees and church members and respect confidentiality
- Proficiency in computer software including, but not limited to: Microsoft Office Suite (Word, Excel, Publisher), Google Calendar, Church Windows, Call Multiplier