

JOB DESCRIPTION FOR CHURCH ADMINISTRATIVE ASSISTANT

Reports to:	Senior Pastor
Directly Supervises:	Office Volunteers
Status:	Part-Time (25-29 hours)
*FLSA:	Non-Exempt

Job Summary

The Church Administrative Assistant is responsible to independently administer assigned responsibilities, including to organize and facilitate a wide range of written and oral communication among staff, lay members, and the community. The successful candidate will oversee the effective operations of the church office, recruit, train, and supervisor lay volunteers.

Essential Functions:

- Performs a range of various administrative duties, serving as a central point of contact for the church, staff, and the guests in the resolution of day-to-day matters concerning the church.
- Develops a network of office volunteers through recruitment, training, and supervision.
- Maintains and manages church data base and run reports through Constant Contact and QuickBooks
- Produces documents such as telephone directory, quarterly giving records, checks for utilities etc.
- Prepares and maintains Administrative Assistant procedures
- Utilizes specialized knowledge and understanding of operational processes to create, compose and edit the technical and/or administrative correspondence and documentation
- Researches and compiles information, prepares special reports and summaries, and replies to inquiries
- Schedules appointments and maintains calendars, coordinate and facilitate meetings, facilities usage, events, and/or travel arrangements as requested

Other Responsibilities:

- Participates in weekly staff meetings.
- Provides support and assistance in solving problems and inquires of guests, reviews, and controls incoming and outgoing correspondence.
- Provides effective telephone reception and messaging for pastor and staff.
- Prepares and coordinates mail, faxes, and packages.
- Advise supervisor of any issues to ensure orderly and efficient administrative operations
- Other responsibilities as assigned by the Senior Pastor.

Minimum Qualifications:

- Minimum of a high school diploma, associate degree preferred.
- Knowledge and capable of using computer programs such as Microsoft Word, Microsoft Publisher, Microsoft Excel, Good Documents, Microsoft Outlook, QuickBooks, Constant Contact (or other church data base programs) etc.
- Can operate basic office equipment.
- Trustworthy of confidential information.
- Excellent communication, interpersonal skills, and professionalism.
- Attention to detail and problem-solving skills.

- Strong organizational skills with the ability to prioritize tasks.
- Excellent customer service skills.
- A successful background check and Safe Gathering training certification (prior to final offer).

Core Competencies:

- Full support of Pleasant Valley UMC's vision, mission, and values.
- Experience working with persons of diverse backgrounds and religious views.
- Information and technology proficiency (including social media).
- Basic familiarity with United Methodist system.
- Can work independently with minimal supervision.
- Effective oral and written communication.
- Leadership and teamwork skills.
- Strong interpersonal and management skills.
- Independent problem solving and decision making.