

JEFFERSON UNITED METHODIST CHURCH
POSITION DESCRIPTION

Position: Administrative Assistant
Employee Definition: Support Staff
Employee FSLA Status: Non-Exempt
Employee Classification: Regular Part-time

Date Revised: April 2016
Salary Range: Hourly Negotiated
Hours of Work: 25/wk
Schedule: Daily Church Office hours

Immediate Supervisor: Senior Pastor
Responsible to: SPRC

Qualifications and Skills:

1. Growing relationship with Jesus Christ and values which align with the mission and vision of JUMC
2. In-person and phone communication skills that include being a compassionate listener
3. Desire and ability to create a positive environment that is welcoming and easy to work with
4. Proven ability for exceptional organizational skills and attention to detail
5. Advanced skills in Microsoft Office (creating brochures, spreadsheets, keyboard skills, etc.)
6. Comfortable in a multi-task environment while managing multiple projects
7. Desire and ability to meet daily, weekly, and annual deadlines on time
8. Experience with event coordination is preferred
9. Five years experience in office management or equivalent
10. High School diploma or equivalent
11. Desire and ability to maintain the highest level of confidentiality with regards to church related matters and its members

Job Responsibilities and Duties:

1. Manages daily operations
 - a. Serves as receptionist for staff, church members and community
 - b. Provides clerical support and coordination for church staff and team leaders
 - c. Receives, sorts and distributes all church mail
 - d. Within budget constraints, maintains appropriate quantities of supplies
 - e. Provides day-to-day coordination of custodial staff and child care provider
 - f. Maintains church records and archives
 - g. Coordinates prayer chain
2. Publications and mailings
 - a. Sends communication notices for committees and teams, as requested by chairpersons/ team leaders
 - b. Prepares for the weekly church service under the pastor's direction, including weekly bulletin
 - c. Compiles/ distributes monthly newsletter by the 3rd week of the month
 - d. Coordinates production of the church directory (annually) with a pictorial directory produced every 4 years.
 - e. Prepares Charge Conference materials
 - f. Prepares annual conference reports and statistics
3. Schedules and coordinates the church calendar
 - a. Recurring volunteers (Coordinate with Pastor and Hospitality Team)

- b. Events held within the church (if fee is associated, manages agreement and fee collection)
 - c. Borrowing of tables/ chairs from the church
- 4. Coordinates publicity notices for church events/ church news
- 5. Assists with JUMC social media

PHYSICAL QUALIFICATIONS

	HIGH	MED	LOW	NONE
Lifting up to 30 pounds	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Lifting up to 60 pounds	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Standing	<u> </u>	<u> </u>	<u> X </u>	<u> </u>
Sitting for prolonged periods	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Climbing	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Bending	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Stretching	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Visual acuity	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Manual dexterity	<u> </u>	<u> X </u>	<u> </u>	<u> </u>