

Administrative Assistant Position Description

Broad Street United Methodist Church

Schedule: 24 hours per week

Immediate Supervisor: Senior Pastor

Qualities Desired:

- Have a caring attitude, excellent people skills, and high integrity
- Have clerical, communications, computer and administrative skills
- Be able to create and maintain processes and systems to ensure the work is accomplished
- Be able to work independently and work cooperatively with others

Summary of Responsibilities:

The purpose of this role is to manage the completion of office tasks that further the mission and ministry of Broad Street and support the staff in fulfilling their roles. This person is responsible for office operations, church communication, and records management.

Minimum Requirements:

- High School graduate required; college graduate desirable.
- Relevant experience with managing a business or church office; demonstrated ability to organize administrative functions in a complex environment.
- Relevant experience with website and social media presence desirable.

Required

- Proficient with Microsoft Office Suite
- Familiar with Dropbox, Google Docs and similar cloud based solutions
- Experience with multiple extension telephone system
- Experience with database management and/ or church management software
- Able to think strategically and organize work efficiently in a complex environment
- Ability to maintain confidentiality

Desirable:

- Experience managing Gmail accounts
- Familiarity with social media platforms
- Experience with desktop publishing
- Familiarity with group text, online e-mail programs, social media, and graphic programs
- Experience working with webpage content to maintain updated web presence
- Experience in a church environment
- Familiarity with United Methodist policy

Duties and Responsibilities:

- Support the Lead Pastor and church staff by completing administrative tasks
- Contribute to effective and organized communications across multiple platforms and strategies
- Provide direct service or connections to resources for persons seeking assistance who are not part of the congregation
- Complete newsletter digital media and print distributions
- Manage incoming correspondence including mail, voice-mail, e-mail and social media messages
- Distribute correspondence across multiple platforms to appropriate recipients
- Maintain accurate church calendar
- Maintain database of membership, weekly worship attendance, and other records
- Track and report United Methodist Statistics

- Ensure electronic preservation of appropriate documents such as meeting minutes, etc.
- In collaboration with the Facilities subcommittee, manage maintenance and upkeep of office equipment and maintain appropriate supplies in office to support work of the staff
- In collaboration with the Church Treasurer, track and maintain administrative expenses within budget
- Desirable: Manage social media, website presence, and digital media to increase community visibility

Specific Weekly Tasks:

- Prepare, edit, proofread, publish electronically, and print weekly worship bulletins
- Develop or ensure development of social media posts and schedule for the week
- Review and update church calendar
- Monitor marketing and communications calendar to ensure timely production of communication materials
- Support production and mailing of church communications as needed
- Update or monitor updating of church website
- Update database and post (or secure volunteer to post) Sunday attendance
- Alert Pastor (and/or staff members) of any communication requiring attention
- Attend staff meetings as scheduled by the Senior Pastor

Conditions of Employment and Benefits as specified in the Broad Street United Methodist Church Personnel Handbook

This is an hourly position, compensation range \$15-\$18 per hour.

Interested candidates should send a brief letter of interest and a resume to:
aabsumc1@gmail.com.