

**JOB DESCRIPTION**

**NEIGHBORHOOD MINISTRIES ADMINISTRATIVE ASSISTANT**

**FIRST UNITED METHODIST CHURCH  
LAKELAND, FLORIDA**

**Revised: January 2026**

**FLSA: PT/20 Hours**

**Non-Exempt, Hourly**

**General Qualifications:**

A candidate for the position of Neighborhood Ministries Administrative Assistant shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ. He/she shall agree to uphold the Staff Social Covenant and Church Personnel Policies. He/she must have a thorough understanding of the mission of the church and the servant role of church staff persons, and shall demonstrate managerial skills necessary to oversee and encourage lay volunteers.

**Occupational Summary:**

Support person for Directors of Neighborhood Ministries. Provides frontline contacts with students, parents, interdepartmental staff and community individuals, requiring active problem-solving and effective interpersonal skills.

**Reports to:**

Neighborhood Ministries Directors and Church Administrator

**Supervises:**

NA

**Work Performed:**

**General Duties:**

- **Communication**
  - Answer phone and receive visitors to the office
  - Organize and manage daily and special communications as required by the Directors
  - Prepare and distribute enrollment materials
  - Manage social media accounts
  - Maintain master events calendars
  
- **Financial**
  - Prepare check requests, verify invoices and order supplies
  - Support credit card reconciliation process as needed
  - Coordinate reservations, billing and payments for field trips and camp
  - Coordinate the deposit of monies received for Neighborhood Ministries functions following proper procedures as outlined by the Finance Office, assign account numbers and submit to Finance Office
  - Track and submit vehicle mileage to Facilities Department for billing

- **Administrative Support**

- Perform data compilation and analysis
- Create digital registration forms (Wufoo, etc.)
- Prepare and compose correspondence, reports and binders
- Create and maintain standard and electronic files and records
- Create financial and statistical tools and reports using spreadsheets
- Adhere to procedures relating to proper use and care of equipment and materials within the NHM Department
- Troubleshoot office technology problems and systems of a limited scope
- Collect, log and report weekly attendance numbers
- Order and pick up food for special events

- **Meetings**

- Attend meetings as directed by Neighborhood Ministries Directors or Church Administrator

- **Support for Other Events**

- Assist with details for additional ministry area events such as fundraisers, parent meetings, family events, etc.
- Collaborate with other ministry departments for special events

- **Confidentiality**

- Maintain confidential information in a manner that ensures its privacy and safety. Employees who disclose confidential information to those without a legitimate need to know or who disclose confidential information observed or heard without proper authorization may be subject to corrective action up to and including termination.

**Education/Training/Licensure:**

An Associate Degree or higher is preferred. Public Notary designation is desirable. Continuing Education is desirable and encouraged with the approval of Ministry Area directors and Church Administrator.

**Skills Required/Preferred:**

The ability to multi-task with low level of frustration with interruptions and last-minute changes.

The ability and desire to work well with children, youth, staff and parents.

Proficiency in Microsoft programs including Word, Excel, Outlook and the ability and willingness to learn new programs such as membership and volunteer database programs is required.

Sound knowledge of business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy.

An aptitude in digital media design, computers, telephone systems, copiers, printers, social media and other related equipment and technology is essential.

Basic accounting and mathematical computation skills with a high degree of accuracy.

Candidate must be an organized, detailed person possessing the ability to work with staff, church members and outside vendors. Must possess the ability to seek out and develop appropriate procedures and processes that would benefit the Neighborhood Ministries Department.

Bilingual (with some experience in Spanish) and 2-3 years of experience in general office / administrative assistant support role is preferred.

*Modifications of the Job Description require approval of the Staff-Parish Relations Committee.*

Please send resume and cover letter to [info@firstumc.org](mailto:info@firstumc.org).