

Hope United Methodist Church
Position: Administrative Assistant

Job Requirements:

The administrative assistant must be able to multitask, prioritize, and manage multiple relationships. He/she must have excellent computer skills, be familiar and knowledgeable in the use of routine office equipment, i.e.; copy machines, printers, computer programs: Microsoft Excel, Word, PowerPoint, and Publisher. He/she must have excellent telephone and receptionist skills.

Duties and Responsibilities:

The administrative assistant must possess a pleasant personality and be able to keep confidences. Due to the nature of some church business, the individual serving as the administrative assistant must be discreet with the business of the church office and will sign a covenant of confidentiality and perform all duties in a professional manner that reflect positively on us as a church. In addition, the following duties will be required:

- Greet all persons who come into the church office.
- Answer all incoming phone calls.
- Maintain and obtain adequate office supplies, i.e.; bulk orders; ink/toner, staples, tape, cleaning supplies, coffee supplies and kitchen paper products, envelopes, stamps, plain paper (three sizes), color paper, funeral bulletins, certificates of baptism, membership, and marriage.
- Maintain adequate supplies and relationships with local businesses for printed envelopes, standard-size mailings, letter head paper, and contribution envelopes.
- Maintain proper bulk mail procedures (newsletters).
- Publish the church bulletins, any inserts, and funeral bulletins.
- Type, assemble, proofread, print, and publish monthly newsletter and print labels for newsletter group to assemble.
- Process church correspondence, send notices to committees as directed.
- Maintain church calendar; keep record of updates and ongoing events held at the church.
- Send letters as requested by various committees, Sunday school teachers, members, and church organizations.
- Coordinate with membership committee to maintain oversight of information for baptisms, weddings, confirmation, and new members, preparing certificates for all at the request of the pastor.
- Prepare and maintain accurate up-to-date database of current addresses, phone numbers, and email addresses for members and visitors.
- Maintain church email account and send weekly bulletins/announcements, forward necessary emails, etc.

- Order educational and worship supplies and music when requested.
- Assign and maintain records for church key distribution.
- Update messages on exterior digital sign

Additional tasks for qualified candidate (*pay rate and hours adjusted based on qualifications*):

- Work with Realm financial accounting software
- Write checks for the church.
- Work with finance to complete monthly finance reports
- Year-end giving statements sent out by tax deadline.
- Complete accounting tasks to support items above.

Scheduled Work Times:

Scheduled work times are flexible will be agreed upon prior to starting the position (nights and weekends not required).

If the administrative assistant or other staff is unavailable during routine hours, pertinent information as to contact and estimated time of return will be clearly posted. This position is understood to be up to 15 hours per week.

Compensation:

- Starting pay \$16.00 per hour (depending on qualifications). Performance evaluation after 3-6 months with potential pay increase.
- Continuing education as approved
- Reimbursement for mileage for driving required for work responsibilities, to be paid at the Federal rate.
- Salary and benefits of the administrative assistant shall be commensurate with training and experience and shall be subject to final approval by the SPRC. Salary will be reviewed annually and determined as recommended by the Staff-Parish Relations Committee and approved by the Ad Board Council.

If you are interested in this position, please send your resume electronically to hopeumc@bevcomm.net.