**ADMINISTRATIVE ASSISTANT**

Job Level: Part-Time (15 - 20 Hrs. / Week) Job Reference Number: OP02

Reports To: Administrative & Operational Director / Senior Pastor / SPRC

Revision Date: 11/11/2024

**JOB DESCRIPTION:** The Administrative Assistant provides administrative support for the Administrative and Operational Director, Pastors and other church staff. The Administrative Assistant interfaces with lay members of the congregation and greets GUMC office visitors. The position requires excellent writing skills, the ability to manage time, be self-directed, multitask, and the ability to work well with others. Good interpersonal skills are necessary to manage interactions between church staff, church members, and volunteers. The position also requires computer and technical skills, knowledge of office administration, and the ability to operate common office equipment. The position is part-time, 15 to 20 hours per week, with some evening and weekend work. Hours are flexible with advance approval.

**KEY RESPONSIBILITIES:**

* Coordinate GUMC communications via:
  + Prepare all weekly bulletins and other bulletin inserts including donation envelopes
  + Handle routine correspondence
  + Gather information and prepare documents for baptism
  + Maintain databases for mailing and emails
  + Prepare bulletins and other materials for special services
  + Send emails with online service links, reservation links, etc.
* Write for letters of transfer in and out of membership.
* Coordinates with Altar Guild, florist and congregation regarding worship service altar flowers.
* Performs other duties as assigned.
* Attend bi-weekly Staff Meetings to keep up-to-date with the rest of the staff.

**ADMINISTRATIVE AND GENERAL STAFF RESPONSIBILITIES:**

* Responds to individuals requesting entry to the church
* Receives telephone inquiries, takes messages, directs calls including voice mail
* Maintain close contact with Social Media Coordinator
* Provides clerical and staff support to the Pastors
* Copies and prints materials
* Maintains membership records
* Maintain lay leadership roster
* Maintain lists including:
* Weekly attendance records
* Birthdays
* New Members
* Deaths, births, baptisms, etc.
* Member contact information list
* Altar flower chart
* Maintain electronic copies of bulletins

**SKILLS REQUIRED:**

* Excellent writing and verbal communications
* Be proficient in office software, including, but not limited to, Microsoft Word, Excel & Publisher; Google Docs, Sheets, etc.; WordPerfect; ACS; Mailchimp, Signup Genius; Survey Monkey
* Operate general office equipment such as phone system, computer, copy machine, RISO, folding machine, multi-line phone system
* Organized

**BEHAVIORS EXPECTED:**

* Trustworthy
* Maintain Confidentiality
* Cordial to visitors, staff and congregation members
* Learning technology skills, including: Signup Genius, Survey Monkey, expanded skills in Mailchimp, Realm and ACS.

**FORMAL EDUCATION DESIRED:**

Two-year Degree in Business Administration or equivalent, or satisfactory amount of relevant work experience