

**First United Methodist Church**  
**Mechanicsburg, PA**  
**Administrative Assistant**

**3/17/22**

**Description:** The Administrative Assistant is responsible for managing the day-to-day operations of the church office in a way that contributes to the ministry efforts of the staff, committees, ministry teams and church members.

**Reports to:** Director of Office Management and Communications

**Hours/Schedule:** 20 hours per week, scheduled hours vary according to need

**Compensation:** Salary commensurate with experience and capabilities

**Qualifications** - Must have a personal, vital, and growing relationship with Jesus Christ, and possess:

- A high level of skill with desktop publishing software (e.g. Word, Excel, PowerPoint, Publisher) used to create and design a range of effective communications
- A cooperative/collaborative team spirit and positive attitude
- The ability to communicate clearly and concisely, both orally and in writing
- The ability to work independently, be self-motivated, multi-task and meet multiple deadlines while maintaining accuracy and attention to detail
- The ability to supervise a team of office volunteers
- The ability to maintain confidentiality, and wisdom to refrain from indiscriminately sharing information
- Willingness to learn new tasks, processes, build new skills and other duties as assigned
- Proper clearances; the selected applicant must submit a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents

**Responsibilities:**

In cooperation with the Director of Administration and Communications, develop and implement a plan to manage all daily office operations, including daily supervision of a volunteer Office Ministry Team, who will help to:

1. Maintain set office hours with receptionists who create a positive and welcoming environment as they greet and assist visitors, answer phones, receive and distribute mail and packages and other administrative duties as assigned.
2. Keep the Senior Pastor and Director of Congregational Care informed when church members call in with care needs (such as deaths, illness and other crises or visitation needs).
3. Maintain accurate files; keep records and prepare occasional reports as requested; prepare correspondence, mailings and other materials as assigned.
4. Photocopy documents and assemble as needed.

5. Perform data entry to accurately maintain all membership and attendance records in the church database.
6. Maintain inventory levels of office supplies and materials to meet the needs of the staff, committees, ministry area teams and provide workspace supplies for new employees.
7. Prepare funeral and wedding bulletins, receive flower deliveries and other duties as needed for special events.
8. Edit, prepare and publish/post weekly bulletins, monthly newsletters and other documents as requested.
9. Attend annual church conference, record and publish meeting notes.
10. Track and report "Vital Signs" as requested by the conference.
11. Maintain a file of current job descriptions for all church staff and all documentation required for new staff hires or terminations.
12. Routinely back up data and safeguard computer backup tapes.
13. Maintain all office equipment; schedule planned maintenance and repair service.
14. Contact computer support volunteer as needed when Wi-Fi issues and other problems arise.
15. Maintain church Office Operations Manual, assist with preparing budgets and perform other administrative duties as assigned.