

## **Administrative Assistant**

*The Administrative Assistant is a critical staff position in Trinity United Methodist Church, reporting directly to the Pastor. This position oversees administrative aspects of the church and communicates with the various stakeholders of the church. The position also includes some facility responsibility. This is considered to be approximately a 15 hour per week position.*

### **Administrative Duties**

- Staff the church office Monday through Friday from 9:00am until 12:00pm.
- Answer the office phone and take messages for church staff.
- Communicate with congregation members via verbal, email, and written communication to address items that arise.
- Process requests/concerns of parishioners/volunteers from Sunday mornings and e-mails.
- Produce the weekly bulletin.
- Produce the weekly "This Week @ Trinity" email.
- Produce the monthly "Trinity Tell".
- Creation of communication items for the church as requested – ie: Power Point presentations for services.
- Prepare weekly lobby screen Power Point; share with webmaster. Make sure screen keeps running and is accurate.
- Make and create daily posts for Facebook.
- Schedule acolytes monthly and arrange for training.
- Schedule liturgists, greeters and coffee hour volunteers. Provide information to congregation about what these ministry opportunities entail.
- Provide administrative support to the Pastor and Church Staff as needed.
- Communicate upcoming events with local newspapers.

### **Facilities**

- Purchase items for kitchen and kitchenette as needed.
- Check refrigerators monthly to ensure they are tidy.
- Maintain bulletin board outside sanctuary at the top of the stairs bimonthly.
- Maintain the info station and create sign up sheets and other informational items as needed.

### **Other Duties as needed**

- Create and distribute gift baskets for college students each year.
- Send cards/e-cards to parishioners – holidays, encouragement, get well, thank you, etc.
- Other duties as assigned.

### **Qualifications**

- The ideal candidate for this position will be a lay professional with a strong focus and background in business and/or church administration.

### **Required Qualifications:**

- A heart for Jesus Christ
- Solid people skills (i.e., personable, professional, outgoing, community-oriented, a positive outlook, teamwork-oriented)
- Demonstrated administrative, organizational, and time management skills.
- Able to self-start in project planning and implementation.

- Strong communication and relational skills
- Computer literacy

Preferred qualifications:

- Associate's Degree in business, or related field with relevant experience an asset

**\*\*\*Stringent criminal background checks and reports will be conducted.\*\*\***

Resumes may be submitted to [bgtrinityumc@yahoo.com](mailto:bgtrinityumc@yahoo.com)