

Administrative Assistant

The Administrative Assistant is a critical staff position at Trinity United Methodist Church. Reporting directly to the Pastor, this position oversees the administrative aspects of the church and communicates with its various stakeholders. It is considered to be approximately a 15-hour-per-week position.

Administrative Duties

- Work in the church office Monday through Friday from 9:00 am until 12:00 pm.
- Answer the office phone and take messages for church staff.
- Communicate with congregation members verbally, by email, and written to address items that arise.
- Process prayer requests of parishioners/volunteers from Sunday mornings and e-mails for the prayer chain.
- Produce the weekly bulletin.
- Produce the monthly "Trinity Tell" newsletter.
- Creation of communication items for the church as requested – ie: Connections ministry items.
- Prepare a weekly PowerPoint lobby screen and share the graphics with the webmaster. Make sure the screen keeps running and is accurate.
- Make and create at least three weekly posts for the church's Facebook.
- Schedule acolytes monthly and arrange for training if necessary.
- Schedule liturgists, greeters, and coffee hour volunteers. Provide information to the 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 the kitchen and kitchenette as needed.
- Maintain the info station and create sign-up sheets and other necessary informational items.

Other Duties as needed

- Send cards/e-cards to parishioners for holidays, encouragement, getting 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 and computer literacy

Preferred qualifications:

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

*****Criminal background checks will be conducted.*****

Annual Compensation:_____

Employee Signature date

Pastor Signature date

SPRC Chairperson date