West Point United Methodist Church
1020 Main Street
PO Box 610
West Point, VA 23181

Position: Administrative Assistant

SUMMARY STATEMENT:
The Administrative Assistant is primarily responsible for the administration of the church office, and provides clerical and communication support services to staff, membership, and ministries of the church.

WORK SCHEDULE:
Nineteen and a half hours per week, Tuesday-Thursday, 8am – 2:30 pm
Administrator should be willing to be flexible on occasion with hours. Hours subject to change based on the needs of the pastor.

JOB FUNCTIONS:
Communications
- Provide for all church publications through actual production.
- Publications include, but not limited to, weekly bulletins, periodic newsletters, flyers, mass mailings
- Provide initial response and referral in congregational care (example: alert pastor, congregational care team)
- Maintain confidentiality of church matters (example: counseling appointments, giving information, staff situations)
- Send out correspondence for the pastor and other church leaders (example: memorials, meeting reminders)
- Maintain church electronic communications including emails, website, and social media
- Maintain door security system and fire alarm system
- Presence for preschool students and parents
- Support for the preschool as required

Volunteer Coordination
- Recruit/Schedule volunteers as needed (example: mailings, bulletins, phones, etc.)

Information Management
- Maintain church calendars: church functions, building use, flower calendar
- Provide church directories for church office and church attendees
- Participate in staff meetings, training, and fellowship as scheduled
- Maintain the church filing system
- Maintain church website
- Maintain church membership database and EVC (Equipping Vital Congregations System)

General Office Management
- Maintain the incoming and outgoing mail for the church
- Provide for maintenance and management of office equipment

- Order office supplies, janitorial, and preschool supplies for the church

JOB EXPECTATIONS:
This person shall:
- Possess strong communication skills for distributing pertinent information to the staff, members, and volunteers.
- Have positive relational and communication skills.
- Have a strong understanding of Microsoft Office, including Word, Publisher, Power Point, and Excel. (Training will be provided on use of church databases.)
- Have experience creating and maintaining websites and social media platforms (preferred).

The Administrative Assistant reports directly to the pastor. In the pastor's absence, the Administrative Assistant reports to the person designated by the pastor.

To apply, please send a cover letter and resume to wpumcjobs@gmail.com. The position will remain open until filled.