

**Administrative Assistant
Staff Position Description
Gum Spring United Methodist Church**

POSITION TITLE: Administrative Assistant

STATUS: 25 hours per week

BENEFITS: Salary; Compensation commensurate with experience. Paid vacations available.

DATE APPROVED BY SPRC: March 2022

General Purpose of Position

The Administrative Assistant is the welcoming face of Gum Spring UMC and is the central point for communication representing the church in interactions with the community, staff, congregants, other churches and businesses. In this capacity, he or she represents the church and the church staff, facilitating communication and providing information in support of the mission and operation of the church. The Administrative Assistant will exercise discretion and maintain confidentiality as needed.

The Administrative Assistant reports to the Pastor. If other staff and lay committees require support from the Administrative Assistant; it is up to the Administrative Assistant and the Pastor to ensure that these requests do not interfere with the Administrative Assistant's regular duties.

Essential Duties and Responsibilities

- **Manage Contacts with Membership and Community**
 - Manage all incoming calls and voice mail.
 - Manage church email accounts, forwarding messages and/or responding as needed.
 - Manage church membership through Servant Keeper, Charge Conference Reports, and official membership book.
 - Maintain church directory and committee membership rosters.
 - Respond to callers requesting financial assistance, working with the local county social service agencies and the Pastor for determination of needs and assistance.
- **Support Church Worship and Activities**
 - Support the Pastor as requested.
 - Assist the Pastor, and Church leadership in their preparation for weekly worship (bulletins and power point files) and special events (weddings, baptisms, funerals, Charge Conference, Year-end reports, etc.).
 - Coordinate with worship committee regarding altar flowers.
 - Notify worship committee of Sunday baptisms or new member reception during worship.
 - Maintain church calendar and coordinate use of church facilities.
 - Support the various church groups and committees with photocopying, document formatting, meeting notifications, mailings, etc.
 - Create flyers, forms and bulletin inserts for various church activities.
 - Perform office duties in support of the church staff and programs.
 - Assist with the maintenance of the church website.
 - Prepare and distribute monthly news letters (electronic and mail)
- **Assist in Office and Church Operations**
 - Coordinate purchases and maintains office equipment and supplies for the church.
 - Report needed repairs of the equipment and facilities to the proper committee.

- Reconcile accounts from the Church charge accounts (credit card, cokesbury, ect).

Qualifications

- Possess ability to communicate effectively in oral and written forms.
- Demonstrated ability to prioritize daily tasks and multi-task effectively.
- Strong customer service skills-telephone etiquette, friendliness.
- Demonstrated proficiency in Microsoft Office Products.
- Some experience in Facebook and other social media systems,
- Knowledge of Servant Keeper and bookkeeping skills are a plus.
- Receptivity to learning & using technology.
- Demonstrated experience in working effectively in a team setting and with minimal supervision.

Send resume and references to Pastor Dan at pastor@gumspringumc.org or dankim@vaumc.org