

Administrative Assistant

Revised 7/20

Ramsey Memorial United Methodist Church

The position of Administrative Assistant is a part-time position and reports directly to the Senior Pastor. 25 hours a week, paid hourly is the current arrangement.

CHIEF OBJECTIVE OF THIS POSITION

This position is responsible in cooperation with Pastor/s and leaders of the church, for administering and coordinating church ministry through the church office. The major emphasis is to facilitate communication within the church community, keeping informed of church ministries and community resources. Responsibility exists for providing an effective and hospitable environment for the support and contact with church membership and the general public through the church office. As the initial contact for many into the church, this person acts as a liaison, sharing information between community and church. This position requires the candidate be fluent in both Spanish and English.

DUTIES AND RESPONSIBILITIES

Administrative

- Work in concert with the gifts and talents of other staff members and as a member of the staff ministry team. Shares opening up and lock up responsibilities with others.
- Attend and participate in regular called staff meetings.
- Maintain church's computer database for membership.
- Record new members, delete, transfers, deaths etc. in Church's computer data base
- Oversee and supply work for volunteers.
- Assist in keeping address, telephone numbers, current and up to date in the church roster. Publish a church directory.
- Maintain log of health aids available for loan ie. wheelchairs, walkers, etc.
- Perform routine administrative responsibilities as requested by Pastor/s, other Staff members, Church leadership and ministries.
- Records and reports attendance and offering including EVC.
- Prepares District and Conference Reports, in collaboration with Executive Assistant to the Pastor/Finance
- Notify appropriate committee/group of death and need of bereavement meal for church families who have had a death in immediate family. (shares responsibility with Executive Assistant to the Pastor/Finance)

Communications

- Ability to learn, master and implement basic office technology (Outlook, Google, calendar, phone system, email, plus vendors and membership database.
- Ability and willingness to master social media updates like Facebook and website
- Maintain the online church calendar and make sure the posted website calendar is up to date and working correctly.
- Ability and willingness to design, proof and publish communication materials that will ultimately follow graphic and brand standards. Prepare and publish all worship bulletins and newsletter.
- Report web issues or needed updates to Erin, Will and the communications team
- Ability to self-proof, catching errors and make corrections in both English and Spanish.
- Work with pastors and the communications team to prepare, print, distribute and post in-house flyers and materials for worship, special events and church activities such as Bible School, Fall Festival.
- Work closely with Ramsey's pastors and communications leaders to make sure all communication materials are updated with a consistent visual brand identity, graphics and correct current information.
- Take the initiative to suggest improvements and repairs.
- Reminds persons serving in worship ie. lay readers and children's chat
- Updates and maintains calendar events and activities, scheduling requests.
- Attend and participate in communication team meetings.

Phone System and Email

- Shares in answering of phones with other staff and volunteers.
- Update voice messages regularly – worship service and other hours, special events, closures and inclement weather messages.
- Check the voicemail, make sure it's working and when needs updating. Add Spanish options and review Spanish messaging.
- Assure staff members have access to their church email and voice mail.
- Manage various membership email databases for broadcasting messages to specific groups. Assist others in preparing, proofing and sending out broadcast email messages.
- Send email reminders to groups as needed -Administrative Council, Trustees, Finance.

Facility Management

- Handle building use requests in coordination with the Senior Pastor and Trustees. Book facility rentals, oversee rental forms, keep scheduling up to date with the church calendar.

Additional Expectations:

Commitment to ministry requires an investment of time and interest that can not be accommodated in a strict office schedule. Work is sometimes required outside of normal office hours. Participation in the life of the church and its activities is welcomed. Since the schedule may vary, the schedule shall be coordinated with the Senior Pastor.

Salary: Starting at \$13.50/hour

Start Date: Fall 2021

Reply to: mmhewes@verizon.net

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