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Administrative Assistant

Description

Asbury United Methodist Church is seeking a Part-Time Administrative Assistant to join our team in ministry for Christ and offer God's welcome through our office via many outlets of communication and organization.

Responsibilities

The Administrative Assistant shall:

1. Be primarily responsible to, and supportive of, the appointed pastor and his/her professional ministry.
2. Provide clerical support for the pastor, church staff, committees, and church leadership.
3. Prepare the weekly church worship bulletin and the monthly newsletter and distribute the newsletter.
4. Coordinate the church calendar.
5. Order office supplies and maintain office equipment.
6. Maintain absolute confidentiality with respect to activities and responsibilities in the church office, counseling, sensitive issues, staff discussions, and personal concerns pertaining to church members
7. Develop and coordinate approved church-wide communication via mailings, email and regularly posted items on social media.
8. Maintain accurate up-to-date church key records.
9. Prepare or assist in the preparation of charge conference, year-end and other reports as requested.
10. Jointly with the Lead Pastor, develop yearly professional development and ministry goals and review them at least quarterly with the Lead Pastor.
11. Participate in periodic performance reviews.
12. Complete Safe Sanctuaries training and abide by the church's established security protocol.
13. Build a/v slides for worship and coordinate with a/v team.

Qualifications

The Administrative Assistant shall:

1. Have a pleasant personality, be neat in appearance, and be able to work with all church members and church organizations.
2. Shall have the ability to pleasantly greet visitors to the church office on behalf of the church and pastor.
3. Be courteous and professional in the handling of telephone calls.
1. Possess the following general office skills: strong computer skills including Microsoft Word, Publisher and PowerPoint, internet-based social media and Google Docs. Knowledge in Media Shout or ProPresenter is helpful. Keyboarding with accuracy and reasonable speed, filing, record keeping, proofreading, and ability to operate office machinery.
2. Understand the structure and organization of the United Methodist Church.
3. Be supportive of the interests and activities of The United Methodist Church, The Book of Discipline, United Methodist Theology, and the decisions of the

Employment Type

Part Time

Duration of employment

Permanent

Industry

Nonprofit

Job Location

1500 S Campbell Ave, 65807,
Springfield, MO

Working Hours

9am to 2pm Mon – Thurs

Base Salary

\$ 820 / Month

Date posted

January 4, 2019

WAYS TO APPLY

Be sure to attach/send your cover letter, resume and application form (application form below)

You can email your resume and application to jobs@asburyunitedmethodist.org

OR

You can mail your resume and application to us at:

Asbury UMC
1500 S Campbell Ave
Springfield, MO 65807

local church's Mission Vision Team.

Administrative Assistant Full Job Description

[Job Description- Asbury Administrative Assistant](#)