

# Pleasant Green United Methodist Church – Administrative Assistant

## Overview

The Church Administrative Assistant provides operations management to the church office and reports directly to the Senior Pastor. The principal function of this job is to assist the church in carrying out its mission by planning and implementing effective organizational and fiscal processes to achieve its goals. Skill sets include general administrative office procedures; computer literacy, organizational skills; interpersonal relations; oral, written, and electronic communications skills and the ability to build and maintain relationships with the congregation and community while maintaining a high level of confidentiality.

## Administration:

- Manage the daily operations of the church office. (Answer phone, pick up and distribute mail, answer church email).
- Establish and maintain a master calendar of all church events, meetings, and activities.
- Schedule facilities reservations.
- Maintain accurate and up to date church records (membership, church officers, college students, baptisms, weddings, funeral, etc.)
- Provide the contracted janitorial service with a schedule of church events.
- Order supplies (Special bulletin covers; candles; Sunday School & Bible Study books; office supplies).
- Maintain records for background checks for children & youth volunteers.
- Notify church Trustees of building and maintenance needs.
- Light housekeeping to maintain an orderly workspace, keep a clean environment, and create comfort. Office trash and recycling.

## Communication:

- Handle church communications and publications: creating and distributing bulletins, newsletters, and prayer lists.
- Bulletin Board: update with events (i.e. baptisms, new members)
- Up-to-date website and social media information.
- Help visitors and guests.

## Collaboration

- Work with paid staff and church members to achieve the goals of the church.
- Collaborate with ministry leaders in promoting spiritual, cultural, social and philanthropic activities.
- Assist in coordinating church events, meetings, and gatherings.
- Work with the Pastor to manage the Pastor's Discretionary Fund.

## Requirements and Skills:

- Strong computer skills and ability to operate office equipment.
  - Affinity Publisher, Calendar Wiz, Google Drive, Mailchimp, Microsoft Excel, Microsoft Word and YouTube
- Ability to handle stress and problem solve.
- Ability to keep confidential and sensitive information.

## Working Conditions:

- This is a part-time position requiring 16 hours per week, with flexibility in scheduling.
- Work will primarily be conducted in an office environment within the church premises.
- Some evening and weekend availability may be required to support church events and meetings.

## Application Process:

To apply, please submit a resume and cover letter detailing your qualifications and interest in the position to Laura Thompson at [lthompson@nccumc.org](mailto:lthompson@nccumc.org).

*The Methodist Church is an equal opportunity employer and welcomes applicants from diverse backgrounds. We thank all applicants for their interest, but only those selected for an interview will be contacted.*