**ADMINISTRATIVE ASSISTANT**

**Job Description and Responsibilities**

**Position Summary**

The Administrative Assistant (AA) serves as the “hub” of the church by supporting and coordinating with the Pastor all administrative responsibilities required for the management of the church.

**Pastoral Support Duties and Responsibilities**

The AA will work directly with the Pastor providing administrative assistance on a needed/preferred basis. Some examples of this may be creating documents on behalf of the Pastor, maintaining the Pastor's calendar when necessary and scheduling meetings on behalf of the Pastor.

**Daily Church Duties and Responsibilities**

Regardless of who the Pastor is, certain duties and responsibilities will fall to the AA on an ongoing basis and those include:

* Manage and maintain the church calendar which shall consist of all scheduled committee meetings, adult small group meetings, study group meetings, classes, weddings, funerals, etc. This effort shall be done in conjunction with the Communications/Tech (CT) hire and the Pastor, preferably using Google Docs.
* Responsible for scheduling Sunday service volunteers.
* Prepare worship service documents necessary for the Pastor, pianist and liturgist.
* Secure, train, schedule and supervise office volunteers.
* Publish church service bulletins as required.
* Maintain all church files and records, including membership, baptism, confirmation and attendance.
* Coordinate funerals, weddings and other activities for which church facilities are scheduled and rented.
* Maintain records of church items that may be rented or provided to third parties.
* Coordinate and maintain all records and appointments for products and equipment requiring inspections, warranties and maintenance, including but not limited to, annual incorporation paperwork and insurance riders for all groups using the church facilities on a long-term basis. This shall be done in conjunction with the Trustees.
* Troubleshoot issues with internet and online streaming. When necessary, contact CT for assistance in solving issues.
* Troubleshoot heating (boiler) and air conditioning systems. When necessary, contact Trustees in order to correct issues.
* Provide necessary committee support only as is necessary for committees to do their work. Such support activities include photocopying documents, etc., for committee chairs.
* Prepare EZRA tables in conjunction with the Finance Committee chair.
* Assist in providing building security by changing codes on doors as needed, distributing fobs to Pastor and others on a needed basis, tracking fobs, activating and inactivating fobs as needed.
* Answer and maintain the church cell phone and all apps used on the cell phone.
* Open and sort mail.
* Order supplies as needed, distribute payment request forms for all church invoices to the Treasurer and track all receipts charged to the church credit card.

**Additional Unique Duties and Responsibilities**

* Holiday seasons such as Christmas and Easter require additional services and effort on the part of church employees.
* Paperwork from the Pastor and committee chairs must be prepared and disseminated for annual church conference and other denominational meetings.

**Desired Qualifications**

* Confidentiality is a must.
* Excellent written and verbal communication skills.
* Exceptional interpersonal skills and proven record of working collaboratively.
* Ability to manage multiple tasks simultaneously with accuracy and meet deadlines.
* Experience with Microsoft Office applications including Excel, Word and Outlook, Google Docs and Zoom.
* Experience with design and communication tools including MediaShout, Mailchimp, Canva Slides.

**Equal Employment Opportunity Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability or protected veteran status.

**Required Application Materials**

Resume and letter of interest to:

Williamston United Methodist Church

211 South Putnam St.

Williamston, MI 48895

(517) 290-0496 – Laska Creagh, SPRC Chair

[Williamstonumc.sprc@gmail.com](mailto:Williamstonumc.sprc@gmail.com)