

ST. PAUL'S UNITED METHODIST CHURCH
Administrative Assistant

Reports to: Pastor Effective: November 1, 2011
Directly Supervises: Custodian
Status: Part Time
FLSA: Nonexempt (hourly)

JOB SUMMARY

The Administrative Assistant provides clerical support to the pastor and church, and assists the Pastor in providing administrative support to insure the smooth operation of the ministry of St. Paul's United Methodist Church.

ESSENTIAL FUNCTIONS:

- Serves as church receptionist.
- Provides clerical support and assistance to the pastor, staff, chairpersons of committees, and other key church leaders.
- Supports the committees of the church and staff in promoting church activities in the church and community. Publishes church newsletters; both electronic and print editions, and coordinates church communication among members and other staff members.
- Schedules and facilitates building use requests, weddings, funerals, and other special events at St. Paul's UMC in conjunction with the Pastor and Board of Trustees and maintains the church calendar.
- Maintains the congregational data base.
- Provides information and assistance to all those who contact the office seeking help.
- Supervises custodian.

OTHER RESPONSIBILITIES:

- Participate in all staff meetings.
- Recruit, train, and maintain a network of office volunteers.
- Order office supplies and monitor office budget.
- Provide updates to the church web site.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Demonstrated proficiency in computer skills, especially Microsoft Office programs, and the ability to quickly learn other church related software.
- Capable of passing criminal background check.

CORE COMPETENCIES:

- **Mission Ownership:** Understands and demonstrates full support of the mission, vision, values and beliefs of St. Paul's United Methodist Church.
- **Confidentiality:** Maintains the confidentiality of all personal information that comes through the office.
- **Interpersonal Skills:** Interacts with others in a positive, compassionate and upbeat manner. Projects a professional image in both appearance and actions. Learns names and abilities of church members and others who frequent office. Demonstrates flexibility in dealing with others and in taking on new job responsibilities.
- **Compassion:** Genuinely cares about people; is concerned about their problems; is ready and available to offer help; is sympathetic to the plight of others less fortunate; demonstrates real empathy with the joys and pains of others.
- **Problem Solving:** Seeks out answers to questions and takes initiative in finding solutions to problems. Demonstrates the ability to be a self-starter - able to see things that need to be done and finding ways to do them. Demonstrates the capability to work independently and make independent decisions. Initiates new ideas and projects.
- **Time Management:** Is punctual and dependable; able to complete tasks on time and to plan and organize schedule so that all tasks can be completed in a timely manner.
- **Communication:** Initiates contact with others to gather and disseminate information as needed to allow other staff and church members to carry out the programs and ministry of St. Paul's United Methodist Church.
- **Willingness to Learn:** Demonstrates a willingness and ability to learn new skills needed to perform duties of the position and incorporate these new skills into performance of job.