

Bethany United Methodist Church  
Position Description  
**ADMINISTRATIVE ASSISTANT**

**Job Summary:** The Administrative Assistant is a crucial position providing the first contact many people have with Bethany UMC. The Office Administrator must, therefore, be effective at welcoming and at promoting goodwill for the congregation, and be a productive worker and manager. A balance of attentiveness to the public, professional demeanor, and efficiency is important, as well as the ability to maintain confidentiality.

**Required Skills:**

- Excellent critical thinking skills, problem solving abilities, and sound judgement
- Warm, welcoming, and professional demeanor.
- Proficient computer skills and knowledge

**Supervisory Relationship:** Responsible to the Lead Pastor and the Staff Parish Relations Committee.

**Work Schedule:** 40 hours per week. 8:00 – 4:30 Monday through Friday. (Unpaid lunch break is 30 minutes.)

**Benefit Package:** In addition to a competitive salary, the benefit package for the Administrative Assistant includes health insurance, paid vacation and holidays, and pension contributions.

**Closing Date:** February 15, 2010

**Start Date:** Position will start as soon as possible

**Duties and Tasks:**

**1. Document Publication**

- Prepare and publish worship bulletins each week and special bulletins as needed.
- Oversee article selection, editing, layout and production of the church newsletter.
- Design and prepare inserts, brochures, flyers, reports, etc. as needed.
- Photocopy and distribute committee agenda and minutes as needed.
- Assist committees with publication and distribution of special mailings as needed.
- Maintain organized computer files of all correspondence, bulletins, newsletter articles and inserts, brochures, etc. for an appropriate time period.
- Prepare and distribute church directory biannually.
- Proof read/edit as needed.

## **Administrative Assistant**

### **2. Office Management**

- Provide secretarial support to the Lead Pastor and other staff members.
- Set deadlines for worship bulletins, newsletter articles, and other publications.
- Coordinate Church office volunteers.
- Send committee meeting reminder notices.
- Receive, and schedule or refer, requests for building use.
- Maintain master calendar for congregation activities and building use.
- Maintain kiosk and weekly calendar on the kiosk.
- Order supplies as needed.
- Oversee use of office equipment and schedule maintenance.
- Maintain inventory of keys and lend out as needed.

### **3. Reception**

- Greet visitors.
- Answer and direct incoming telephone calls.
- Receive and distribute mail and other deliveries.

### **4. Record Keeping**

- Maintain, or oversee the maintenance of, accurate congregation membership records in the CMS congregational computer database, inputting new member information and updating member address information.
- Maintain files of committee minutes as provided, and service contracts and warranties.
- Archive correspondence, bulletins, newsletter articles and inserts, brochures, etc. of future value.

### **5. Computer Support**

- Provide general computer technical support and trouble-shooting.
- Prepare computer program for Sunday morning worship.
- Update church website on an on-going basis.

### **6. Administration**

- Keep the office and building running smoothly during times of transition and in the absence of other staff members and/or volunteers.
- Assist with miscellaneous tasks throughout the building as needed.

Persons interested in applying may contact Bethaney Campbell, Chair of Staff Parish Relations Committee (ccampbell0812@charter.net or (608) 828-0812).