

Kenwood United Methodist Church
Kenwood is led by faith to love, learn, and serve
JOB DESCRIPTION for Administrative Assistant

REQUIREMENTS:

- Proficient in word processing and/or willing to learn desktop publishing and database, ie Quickbooks, Microsoft Publisher, Constant Contacts, and others
- Proficient in electronic communication such as email and some social media
- General administrative and office managerial experience
- Able to work 15 hours per week with some flexibility in scheduling
- Excellent interpersonal and communication skills

DUTIES:

1. Provide administrative and office assistance for the pastor, staff, and congregation.
2. Prepare and duplicate weekly bulletin and inserts.
3. Input and update weekly church participation and attendance records.
4. Input and update monetary contributions.
5. Maintain financial records for disbursements; process checks twice monthly; work with treasurer on account reconciliation; record deposits from financial secretary.
6. Maintain church membership database and prepare reports or mailing labels as needed.
7. Assist committees with preparation of meeting minutes, announcements, flyers, mailings, and other secretarial functions as needed.
8. Oversee ordering of office supplies and maintenance of office equipment.
9. Oversee volunteers to assist with office tasks.
10. Update website regularly with announcements and calendar items.
11. Serve as liaison with Trustees and contract services (i.e. lawn care, HVAC).
12. Prepare weekly online E-newsletter.
13. Coordinate and maintain volunteer schedules.

COMPENSATION:

Depending on experience pay rate starts at \$10.50 hour, working 15 hours a week. Pay will be twice monthly.

One week of paid vacation is available after six months of employment. Additional time can be arranged by increasing hours in other weeks.

VACATION:

The secretary is entitled to one week paid vacation per year. Vacation time should be arranged with the pastor.

GENERAL INFORMATION:

- It should be noted that not every job task or duty could be encompassed within a job description. The content of the job description may change as job duties and responsibilities change. The employee will be consulted before changes are made.
- It should also be noted that some job tasks might involve sensitive and private information. This requires an expectation of confidentiality.
- A criminal history and background check is required. There will be a 90 day probationary period. This position is supervised by the pastor as well as the Staff Parish Relations Committee. Annual Supervision occurs in the fall of the year. Salaries are reviewed by the SPRC annually during the church budgeting cycle.