

First United Methodist Church - Hampton

Job Description

Job Title: Administrative Assistant

Job Classification: Non-Exempt Part Time

Job Summary

This twenty hour per week position is responsible for providing administrative office support to church staff and officers.

Immediate Supervisor

FUMC Pastor

Essential Duties

1. Serve as secretary for the Pastor, church staff members and church officers.
2. Perform general clerical, typing and public relations tasks.
3. Act as receptionist, receiving church members, visitors, answering telephone and relaying messages as needed.
4. Prepare and mail various church publications and correspondence (hard copy and electronic) to church members.
5. Maintain and update all necessary church files, computerized membership records and church attendance data.
6. Provide Pastor weekly reports as required.
7. Purchase office and custodial supplies as necessary.
8. Assist in training church office volunteers or substitute secretarial staff to ensure effective coverage for planned absences.
9. Maintain and stock sanctuary and office hallway supplies/information.
10. Act as liaison with maintenance and custodial staff regarding services needed and coordinate scheduling of church functions as needed.
11. Assist in maintaining church and facility calendar and scheduling.
12. Assist with maintaining church website and social media presence.
13. Assist in preparation for Church Council meetings and Charge Conference
14. Assist with mailing quarterly statements of giving to church members.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

1. High school diploma or equivalency, with some college coursework preferred.
2. Knowledge of standard office procedures and practices with demonstrated record of success in customer service (in person and on the phone).
3. Knowledge and proficiency with Microsoft Office (Word, Excel, PowerPoint). Experience with Visio preferred.
4. Excellent communication skills necessary to positively interact with visitors and staff.
5. Demonstrated ability to manage multiple priorities.
6. Must possess the ability to establish and maintain effective working relationships with other staff, church members and the general public.
7. Must possess the ability to understand and follow oral and written instructions.
8. Demonstrated ability to maintain confidentiality.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Must have the ability to sit for extended periods of time.
2. Must exhibit manual dexterity to operate a telephone, to enter data into a computer terminal/typewriter, to see and read a computer screen and printed material with or without vision aids and to hear and understand speech at normal levels in person and on the telephone.
3. Must be able to speak in audible tones so that others may understand clearly in person and on the telephone.
4. Must have the physical agility to lift up to 25 pounds and to climb stairs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Office volunteers

This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Pastor. First United Methodist Church reserves the right to update, revise or change this job description and related duties at any time.

Staff-Parish Relations Committee

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Approved by Church Council: 7/17/19