

**Miles Memorial United Methodist Church**

**Job Description for Office Administrative Assistant**

Principle Function:

Responsible for the general administrative tasks of the church. This part-time position (20-25 hours per week) is salaried and under the direct supervision of the Pastor.

Essential Duties:

* Receive incoming phone calls and walk-ins in a professional and welcoming manner.
* Assist the pastor, support staff, and church ministry leadership.
* Maintain the master calendar of programs, meetings, and events; church member directory/church database, mailing lists, and master files.
* Prepare, email/mail church publications and communications, as well as social-media postings, in addition to memorial & honorarium acknowledgements.
* Maintain membership records and prepare baptismal & church member certificates.
* Order sufficient quantities of supplies and materials as requested for the office, housekeeping and nursery.
* Assist members of the church and community with arrangements for use of church property, including necessary building-usage forms.
* Track member and attendee information.
* Record weekly attendance and statistics for the Virginia Conference and Coastal Virginia District.
* Replenish pew supplies weekly and for special services and other church events, as needed.
* Prepare weekly bulletins after coordinating with the Minister of Music and Pastor, as well as monthly newsletters, and make copies as needed. Prepare Power Point slides for announcement monitors and worship services.
* Work with treasurer, finance chair, and financial secretary to ensure financial reports are submitted as needed, i.e. quarterly donation statements and other quarterly reports as needed by the accountant and district. Make weekly contribution entries to Church Windows, and monitor payment authorization of the Amazon credit card. Furnish digital financial information to the church bookkeeper.
* Prepare annual Charge Conference reports, statistical tables, and other reports as required by the district and Virginia Conference.
* Attend training, workshops, and conferences as needed.
* Proofread communications for grammatical/spelling/punctuation errors prior to distribution by the church office.
* Arrange for office coverage during times of planned absences.
* Other duties as assigned.

General Qualifications:

* Be of good moral and Christian character.
* Be professional, friendly and courteous. Demonstrates the ability to work cooperatively with other staff members and volunteers.
* Demonstrates a clear understanding of job skills, and follows oral & written directions.
* Demonstrates good work habits including customer service skills, attention to detail, punctuality, organization, and regular attendance.
* Has a working knowledge of various software platforms and social media formats to assist with communication and postings, as requested.
* A criminal background check will be conducted as a requirement to employment.

Education Requirement:

* High School Diploma or GED equivalent

Miscellaneous:

* Completion of the Safe Sanctuaries course will be required at new employee orientation.
* Work involves limited physical tasks including walking, standing, bending, lifting, and pushing.
* Reports to the pastor and Staff Parish Relations Committee chair, who annually conduct job performance evaluations.
* There will be a three-month probationary period where either party may with a two-week notice, terminate employment without cause.
* Development and interpretation of church policy is not a function of the church administrative assistant and is therefore prohibited. Instead, questions on incidents involving policy should be discussed with the pastor prior to action.
* Sensitive information regarding church business or church members shall remain confidential.
* Concerns should be shared with the pastor or the chair of the Staff-Parish Relations Committee.

*Revised January 2024*