

TRINITY UNITED METHODIST CHURCH
Administrative Assistant

Reports to: Pastor Effective: June 20, 2018
Status: Part Time (20 hours)
FLSA: Nonexempt (hourly)

JOB SUMMARY

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

ESSENTIAL FUNCTIONS:

- Serves as church receptionist.
- Serves as church treasurer, performing data entry, disbursing funds as allocated by church leadership, and creating regular financial reports for pastor and leadership team.
- Provides clerical support and assistance to the pastor, staff, and other key church leaders.
- Supports the ministry teams 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 for weddings, funerals, and other special events at Trinity UMC, and manages long-term renters in conjunction with the Pastor and Executive Team and maintains the church calendar.
- Maintains the membership data base.
- Provides information and assistance to all those who contact the office seeking help.
- Coordinates schedule with cleaning service.

OTHER RESPONSIBILITIES:

- 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 G.E.D. equivalent.
- Demonstrated proficiency in computer skills, including Microsoft Office programs & Quickbooks, and knowledge of basic bookkeeping practices.
- Satisfactory criminal background and credit check.
- Previous office experience is desired.

CORE COMPETENCIES:

- **Mission Ownership:** Understands and demonstrates full support of the mission, vision, values and beliefs of Trinity 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 Trinity 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.