

# **BEL AIR UNITED METHODIST CHURCH JOB DESCRIPTION**

**TITLE: Administrative and Youth Ministry Assistant**

**DATE: 02/8/2018**

**FLSA: Non-Exempt**

**REPORTING TO: Church Administrator**

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## **GENERAL SUMMARY:**

Administrative assistant providing administrative support to the BAUMC ministry team and lay staff in the areas of youth ministry, welcome and outreach, volunteer coordination and general administrative support for a variety of office functions. (28 hrs. /week – Tuesday through Friday)

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## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **1. Provide administrative support for Youth Ministries**

- Provide administrative support for Director of Youth Ministries to include:
  - Assist with the development and maintenance of the Youth Ministry calendar
  - Assist with the coordination of confirmation schedules, group meetings, events and retreats
  - Coordinate youth mission trips, fund raisers and special events
  - Collect and process fees and trip costs for Youth Ministry events and retreats
  - Assist the Administrative Specialist in maintaining updated health forms and student information database
  - Create and/or send out posters/mailings/flyers to students and parents
  - Send emails or makes calls to youth and/or parents

### **2. Provide volunteer coordination and administrative support for welcoming & outreach ministries**

- Coordinate office volunteer scheduling and recruiting
- Coordinate greeter scheduling and recruiting
- Assist in the coordination of “All Staff” meetings and retreats
- Assist in the coordination of the Information Center and the Welcome & Information Center ministries for all Linwood campus services, making sure each service has the necessary materials for Sunday mornings
- Coordinate and schedule volunteer teams for Spire & statement letter folding & mailing and bulletin folding
- Coordinate the Home Touch subscriptions and mailings
- Coordinate the emergency pantry bags and the casserole ministry

### **3. 4. Other Office and Congregation Administrative Support**

- Provide receptionist services and act as first point of contact for office visitors and phone answering when volunteers are unavailable
- Manage and coordinate the student parking ministry
- Maintain and pull letters for messages posted on the marquee sign board
- Coordinate bulk mailings, including the mailing of the monthly Spire, Statement mailings and maintain the postage machine account
- Manage the voice mail and outgoing phone messaging system
- Coordinate the creation of the BAUMC pictorial directory
- Other duties as assigned by pastors and supervisor

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## **ORGANIZATION RELATIONSHIPS:**

Communicates daily with Church Administrator for priorities and workload scheduling. Communicates daily with Ministry and Lay Ministry Staff as needed for scheduling and assigned tasks. Communicates daily with other administrative staff and volunteers for coordination of workload.

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## **REQUIRED QUALIFICATIONS:**

### **1) Knowledge, skills & abilities:**

- Have a desire to serve God through the ministries of Bel Air United Methodist Church.
- High professional standards and strong interpersonal relationship skills
- Unfailing ability to maintain the confidentiality of staff and member personal information
- Strong organizational skills, including the ability to coordinate multiple schedules and calendars
- Strong computer skills, including a thorough knowledge of the Microsoft Office Suite
- Practical experience in preparing communications using a variety of electronic office applications
- Strong project management skills including the ability to lead assigned projects to successful completion
- Flexible and adaptable, able to work under pressure and handle multiple priorities
- Strong interpersonal skills, including the ability to regularly interface with different personality types

### **2) Minimum educational level:**

- High school degree or equivalent experience
- Bachelor's degree preferred

### **3) Minimum experience:**

- Three years' experience in an administrative assistant role

### **4) Physical Requirements:**

- Ability to lift 5 lbs.

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## **APPROVAL:**

\_\_\_\_\_  
Administrative and Youth Ministry Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.**