

North Olmsted United Methodist Church (NOUMC)

Administrative Assistant Job Description

Employment and Compensation

Salaried: based on an average 16-20 hours/week

Office Hours: Monday, Tuesday, Wednesday (10am – 2pm); Thursday (1pm-5pm)

Job Purpose

The primary purpose of this role is to enhance the effectiveness of the overall ministry of North Olmsted United Methodist Church. This is accomplished through:

- Communication of Information
- Support of Pastor and other paid staff
- Resource to Church Leaders, Committees, Programs, and Laity
- Manage office functions
- Maintain church records
- Oversee building use and related issues
- Promote positive presentation of congregation to all

Responsibilities

The role of Administrative Assistant includes, but is not limited to, the following tasks:

1. Communication of Information

- Gather and make available data needed by the staff, church leaders, and committees. This would include addresses, phone numbers, notices, and information received from District, Conference, interchurch council, and community organizations.
- Act as a “switchboard,” connecting people in the church to each other.
- Maintain church calendar: online, in bulletin, newsletter, weekly email communication, and in office.
- Implement brand strategy developed by laity.

2. Support of Pastor and other paid staff

- Receive and implement tasks delegated by pastor.
- Maintain intra-staff information/communication.
- Provide assistance to other staff (technical/organizational)
- Meet with Pastor and/or staff (problem solve, communicate schedules, act as a sounding board, etc.)

3. Resource to Church Leaders, Committees, Programs, and Laity

- Provide technical/organizational assistance to leaders in problem identification, problem solving, and program planning.
- Support committee/program work with communication, publicity, online purchasing, etc.
- Keep record of Church Council and Council on Ministries minutes.
- Support church Treasurer and Financial Secretary in their work (assist in processing paperwork and cutting checks each week using established computer software of the church)
- Print and assemble Stewardship Campaign mailings and print mailing labels as needed by Financial Secretary.
- Coordinate volunteers as directed by Pastor (Readers, Ushers, Acolytes, for example).

4. Manage office functions

- Maintain office equipment (contacting vendors for: copier, fax, phone, computer, folding machine).
- Purchase online supplies for office, and cleaning supplies and paper products for church use as requested by laity, Cleaner, and staff.
- Answer phones and take messages.
- Answer voicemail and change messages on voicemail.
- Sort mail.
- Create weekly bulletins, inserts, and large print bulletins. Print and fold bulletins.
- Create monthly newsletter. Print, fold, and email.
- Create weekly e-newsletter.
- Create and maintain church brochure.
- Maintain office files (and Pastor files as requested).
- Implement other office procedures to enable the office to run smoothly (check vouchers, credit card use forms)
- Create or purchase certificates for new members and baptisms
- Order altar flowers

5. Maintain Records

- Maintain a Church Directory for the primary purpose of mailings and communication.
- Maintain detailed information on the membership of the congregation in teaming ministry with the Pastor and Membership Secretary.
- Maintain Leadership Directory in teaming ministry with the Pastor.
- Maintain attendance records for worship services

- Assist in gathering information, then assist with assembling, printing, and submitting Charge Conference paperwork annually.
- Assist in gathering information, then assist with assembling, printing, and submitting Year End Report annually.

6. Oversee building use and related issues

- Coordinate building use among church committees and groups, keeping staff informed of schedules.
- Receive requests from outside persons/groups for building rental and provide instructions according to building use policy, rental contract, and work with the Trustees.
- Receive rent from AA groups and other renters.
- Note building needs and refer to Trustees or custodian.
- Work with Trustees to schedule routine maintenance.
- Maintain building codes for members and renters.

7. Promote Positive Presentation of Congregation to All

- Assist people safely and appropriately with entrance to the building.
- Respond to all phone calls with courtesy and helpfulness.
- Interact with groups who are using the building (Ex: AA groups)

Supervision

The Administrative Assistant will be directly supervised by the Pastor and will be evaluated by the Staff Parish Relations Committee in conjunction with the Pastor.