

JOB TITLE: Administrative Assistant

REPORTS TO: Staff-Parish Relations Committee and Pastor

DATE: September 2018

SUMMARY OF POSITION:

This position directs and operates the functions of the Church to affect a smooth flow of information for the benefit of the Pastor, Director of Discipleship, Custodians, Commissions/Committees of the Church and the members of the congregation.

RESPONSIBILITIES:

- Provides receptionist and clerical service for ministerial staff.
- Acts as the Financial Secretary of the Church.
- Member of the Congregational Care Team.
- Maintains the office routine.
- Serves as Church Administrator.

QUALIFICATIONS:

The candidate must possess strong organizational skills, proficiency in office procedures and methods to ensure workflow, knowledge of office computers and software (Microsoft Office Suite required; desktop publishing, Facebook and web page skills a plus). This person must be able to multitask, be flexible in their job routine, work as team member in a collaborative environment, and relate well to other church staff, congregants and visitors.

SCHEDULE AND COMPENSATION:

This is a part-time position, averaging 24 hours a week. The administrative assistant will be in the office during regular office hours throughout the week. Friday and afternoon office hours may be adjusted to fit the needs of the candidate with the agreement of the pastor and staff-parish relations committee.

**Interested candidates should submit a resume and cover letter to
Trinity United Methodist Church at triumc@gmail.com.**