

JOB TITLE: Administrative Assistant

REPORTS TO: Staff-Parish Relations Committee and Pastor

DATE: May 2019

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 work flow, 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 multi-task, 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. Office hours are currently Monday-Thursday from 8:30-12:30 and 1:00-3:00. The office is closed on Fridays.

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