**Ashton United Methodist Church**

**Administrative Assistant**

**POSITION SUMMARY:** This position provides administrative support to church staff, facilitates internal and external communications, and manages the office.

**DUTIES INCLUDE:**

* Producing bulletins for weekly worship, funerals, and special events
* Compiling and formatting newsletters
* Maintaining email lists, sending congregational emails, meeting reminder, etc
* Answering phone calls, responding to office emails, attending to guests
* Distributing mail and voicemail messages
* Coordinating the calendar and scheduling the use of church spaces
* Keeping membership lists and attendance records up to date
* Maintaining office equipment including getting service as scheduled or needed
* Coordinating seasonal items like poinsettia orders for Christmas, lilies for Easter, etc.
* Ordering office supplies, etc, and keeping records of expenditures
* Providing pleasant and helpful contact with telephone callers and visitors
* Distributing food, school supplies, Thanksgiving baskets, etc, as needed.
* Preparing occasional mailings
* Gathering and inputting data for conference reports, attending trainings (typically virtual) for these as necessary
* Assisting in updating church website
* Working as a team with staff to support to their work and the ministries of the church

**QUALIFICATIONS**

Personal Qualifications:

The administrative assistant is often the first contact people have with the church, so the person in this role must be warm and service oriented. This individual must be organized, efficient, and detail oriented. The administrative assistant may have access to sensitive information, so confidentiality is required, as is honesty. This person also needs to be able to receive instruction and take initiative.

Professional Qualifications:

* Demonstrated ability to work and interact with a wide variety of people
* Computer proficiency and the ability to learn new programs and systems
* Proofreading ability
* Strong written and oral communication skills
* Ability to maintain focus with frequent disruptions
* Time management, record keeping, and problem solving skills
* Teamwork with staff and lay leaders
* Ability to create an appealing page layout

**TIME COMMITMENT**: 20 hours a week, Monday-Friday from 10am-2pm.

8 Federal holidays off (paid)

2 weeks of PTO annually (not cumulative) to schedule as desired (coordinating with other staff), may increase to 3 weeks after 3 years

We generally follow Montgomery County Public Schools for weather related closings. The administrative assistant will be paid for days when the building is closed due to weather.

**COMPENSATION**: $20/hour

**ADDITIONAL BENEFIT**

As a church employee, the person in this position is eligible for a 15% discount for tuition at Ashton Christian Preschool for any of their children enrolled.

**SUPERVISION:** The administrative assistant reports to the pastor and will also be overseen by the Staff Parish Relations Committee.

Newly hired individuals will be under a three month provisional period. There will be an evaluation to continue at 90 days, and then evaluation will take place annually beyond that.

**APPLY:** Your application, cover letter, and resume can be sent to ashtonumchurch@gmail.com.