

First United Methodist Church

Starkville, Mississippi

Administrative Assistant Job Description, Part-time 16 - 32 hours per week

Objective:

To assist members, staff, and the community at large in advancing the cause of Christ. This is a ministry that requires both a caring spirit and flexibility in scheduling.

Office Environment:

Office Hours to be determined as needed by Church Administrator.

Use of phone system, computer use, and other office equipment.

Computer software: Microsoft Word, Excel, Publisher, Realm/ACS Church Membership Software, and others.

Specific Tasks:

- Act as primary church receptionist when on duty.
- Understand how the membership software works through individual instruction and online videos provided by Realm/ACS Technologies.
- Update membership records in the Registry of Membership and the Realm Membership system.
- Become proficient in all aspects of producing the weekly bulletin.
- Assist with periodic mailings, such as contribution statements, church letters, bulletins to shut-in members, and others as needed.
- Checking church voicemail and email.
- Coordinate with other staff to ensure all office hours are staffed.
- Become familiar with the physical plant so that you can provide directions for those inquiring and assist in scheduling events on the church schedule.
- Maintain the church calendar, schedule meetings, and reserve rooms accordingly.
- Familiarity with the Weekday Ministry schedule, events, and facility.
- Understand the process for dealing with those needing financial or other assistance.
- Provide administrative support for the ministerial and administrative staff.
- Edit and distribute the weekly digital newsletter and church-wide digital announcements.
- Assist the Media Director with social media posts and informational edits to the website.
- Keep a record of honorariums and memorials to the church and acknowledge gifts to those families.
- Order office supplies for church office and staff members as needed.
- Preparation of special bulletins and programs, funeral bulletins (work with bereaved families to make the church end of things go as smoothly as possible for them), baptismal certificates, confirmation, and membership certificates.
- Order books/videos for groups as needed (spiritual formation, Sunday School classes) and supplies for Sunday School Records, Archives, etc.
- Copy and place Children's Worship bulletins for distribution

Accountability:

- Report directly to the Senior Pastor and the Church Business Administrator.
- Adhere to SFUMC Staff Policies and Procedures manuals of the United Methodist Church.
- Must maintain a professional appearance and be courteous to all persons.
- Must successfully complete a background check.

Applications:

- For questions, additional information, or to apply for this position, please contact Mike Tagert, Chairman of the Staff-Parish Relations Committee, at 662-769-6454 or mdtagert@gmail.com
- All applications should include a cover letter, resume, and two professional references.
- Applications will be received until November 1st or until a candidate has been selected.