

JOB DESCRIPTION
Executive Assistant (or Administrative Manager)

General Description: The Executive Assistant will be a significant member of the Ministry Team of First United Methodist Church and serve as primary administrative support to the Senior Pastor and church leadership. This professional must have strong organizational, problem-solving and computer skills (MS Word, Excel, Publisher). Experience with church management software (e.g. ServantKeeper) is a plus. Knowledge of the United Methodist organization (polity) is also helpful.

This is a part-time position (approximately 20 hrs/week) and will require occasional evening hours (2x per month). Reports to Senior Pastor

Responsibilities include:

- Oversee Master Church Calendar (includes all scheduling) and Zoom account schedule
- Manage building usage requests (in cooperation with Building Supervisor)
- Provide Administrative Support for Board of Trustees and attend monthly meetings
- Record and distribute Minutes from monthly Leadership Council meetings
- Manage church database to be as accurate as possible
- Maintain official church records (digital and hard copy) – membership, baptisms, births and deaths
- Process all new hire information and maintain staff records
- Serve as Volunteer Coordinator (recruit, train (as necessary), support and schedule volunteers
- Maintain administrative records for all committee work
- Send email reminders for Committee/Team meetings and assist with committee and group requests
- Provide administrative support with wedding and funeral services as needed
- Order Curriculum (as directed by Minister of Spiritual Formation) and Office Supplies
- Oversee timely submission of all necessary year-end reports for annual Church Conference
- Record and distribute Minutes for annual Church Conference
- Sign checks if needed
- Count offering/assist Treasurer if needed
- Attend Weekly Staff Meeting (2 pm Tuesday)

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