

Administrative Assistant Job Description

First United Methodist Church
Burlington, Iowa

Objective

To work closely with Pastor(s), church ministries, and church committees and provide efficient administration and leadership for the business affairs of the Burlington FUMC campus.

Desired Personal Profile

- Strong moral and ethical character and a strong personal faith in Jesus Christ
- Team player
- Able to serve in a flexible schedule as duties require
- Must believe that FUMC is progressing in a direction based on the scriptures of Jesus Christ
- Required knowledge of general office practices, office machines and computer experience.
- Preferred knowledge in Microsoft Word, Excel, Publisher, Power Point and Power Church.
- Good written and oral communication skills.
- Ability to work independently and cooperatively with others and able to handle multiple interruptions.
- Preferably not a member of the First United Methodist Church.

Position Type 10 Hours during Office Hours

Accountability Reports directly to the Lead Pastor.

Education

Familiarity with computer programs, basic graphic design, publication marketing, and social media.

- **Administrative Marketing and Publications (10 hours):**
 1. Promote the Church and LOFT including but not limited too advertising, social media, website, and expo events.
 2. Serve as receptionist and answer the telephone. Relay messages and handle general office duties.
 3. Types, print and fold Sunday bulletins. Email bulletins to staff, volunteers, etc.
 4. Create weekly worship slides for both 9:00am, and 11:11am. Other services as needed.
 5. Oversee the compilation, assimilation, and mailing of The Tidings. Print and prepare for volunteers. Secure volunteers as needed.

6. Collects information from staff, ministry team chairs and leaders concerning their schedules, meetings and projects to include in weekly bulletin, monthly messenger and master calendar.
7. Sends e-mail (Pew News) to all church members informing them of current and upcoming events as needed.
8. Assist pastor as needed with typing, packet preparing, reports, copying, and other duties assigned.
9. Assist nonprofits as needed, ie Impact gatekeeper