



# First United Methodist Church Wadesboro

## Job Description Part-Time Administrative Assistant

The Administrative Assistant leads the administrative function for the church community and ensures the smooth operation of the church office. This position supports the mission and values of the church through a high level of service and strong organizational skills. This part-time position (20-30 hours per week) is hired by and accountable to the Staff-Parish Relations Committee (SPRC), and is directly supervised by the Senior Pastor.

*To apply, please submit cover letter & resume to Carol Williams  
(Staff-Parish Relations Committee Chair)  
at [carolmw58@windstream.net](mailto:carolmw58@windstream.net) by November 20, 2021*

### Primary Duties and Responsibilities

- Greet all guests and church members who visit and assist them as appropriate
- Develop a great working relationship with all staff and serve as a support to the Leadership Team
- Assist in preparation for worship, including preparation of bulletins for Sunday mornings, funerals, and special occasions
- Support the mission of the church through administrative tasks such as project management, data entry, and document preparation
- Help coordinate and design church communications, including social media, church website, and newsletters
- Coordinate church calendar for internal and external meetings/events
- Assist in the preparation of supplies required for church events
- Support Trustees by serving as liaison with vendors and cleaning staff
- Procure and maintain inventory of general office, kitchen, & cleaning supplies
- Answer and direct calls, distribute mail, and perform local errands
- Assist Pastor in completion of annual Charge Conference and year-end reports
- Maintain church membership roll
- Be open to receiving feedback from the Senior Pastor & SPRC
- Participate in annual job performance review coordinated through the SPRC, including the establishment and evaluation of annual goals
- Perform other duties as needed
- *Role could expand to some bookkeeping responsibilities if it matches candidate's skillset*

### Desired Qualifications

- 1+ years of experience in an office or customer service environment
- Skilled with Microsoft Office Suite
- Ability to learn new technology and software programs
- Excellent communication skills, both written and verbal
- Good organizational skills and detail orientation
- Ability to work well with and adapt to the needs of others
- Flexible to adapt to changing needs and priorities throughout the day
- Supports the mission and vision of the church