

**Portlock UMC**  
**Communication and Admin Assistant**

**Job Title:** Communication and Admin Assistant  
**Location:** Portlock United Methodist  
**Travel Required:** Distance to 2615 Bainbridge Blvd., Chesapeake, Va  
**Office hours** 9:00 AM - 1 :00 PM Monday through Thursday, with negotiated flexibility  
**Salary:** \_\_\_\_\_

**The Communication and Administrative Assistant supports the church staff, church committees, ministry teams, and congregation for communication and admin functions so that our mission to lead people of all ages on the journey to become deeply devoted followers of Jesus can be carried out effectively.**

**Qualifications**

- Willingness to learn to use and edit website platform,
- Ability to use (or learn to use) Google platform for cloud related forms and databases and calendars
- Prioritize a spirit of hospitality, warmth and servanthood to anyone who contacts the church
- Commitment to the mission of the church to share the Gospel of Jesus Christ with all people without exception, balanced with a commitment to demonstrate a nurturing spirit towards the existing church membership.
- Maintain confidentiality in all correspondence and conversations (texts, calls, conversations, emails) and all passwords to websites/accounts.

**Church-wide Communication Duties**

- Update and maintain church website
  - Build blog into website that is updated monthly
- Maintain, print and circulate monthly church calendar
- Create and send weekly updates in email/facebook/other social media
- Maintain updated events calendar in Facebook
- Create flyers, brochures, postcards for small group listings (before fall and winter semesters)
- Send welcome emails to visitors
- Compile calendar and database of all church member birthdays and anniversaries and send out cards
- Email/Text small group leaders, volunteers reminding them of upcoming commitments
- Create weekly/monthly newsletter
- Church bulletin and also send to Shut Ins
- Be point of contact for facility maintenance and repair

## PUMC COMMUNICATION AND ADMIN ASSISTANT JOB DESCRIPTION

### **Administrative Assistant Duties**

- Maintain weekly hours in church
- Check church answering machines and website email at least 3x a week and pass messages on to the corresponding person or return calls/emails.
- Maintain Assimilation Chart (already created), tracking all new visitors and how we have connected with them
- Create and maintain database for Crisis Ministry Fund (to include church member requests), tracking who we have served, how much financially we helped and when
- Prepare church for Charge Conference (each September/October)
- Maintain church key log
- Maintain church equipment and office supply list needs and order when we need to replenish an item
- Maintain a database for building usage, and add them to calendar and relay them to info to trustees and/or Pastor
- Maintain chart of care towards Shut in and homebound individuals
- Help Pastor create office systems to maximize communication and organization
- Acknowledge memorial donations and record in a spreadsheet. Advise family members from whom donations are received.
- Help Pastor prepare for meetings, (i.e. printing information, compiling data, etc.)

### **Accountability and Performance Evaluation**

- This position reports to and is supervised by the Pastor and is accountable to the Pastor and the Staff-Parish Relations Committee
- The Pastor and Staff-Parish Relations Committee shall give an evaluation at the end of a 90 day probationary period of employment (in the case of a new hire); AND, either party shall have the right to terminate employment during or after this probationary period without cause.

### **Compensation**

- Pay periods: Each month is divided into two pay periods at Portlock UMC. The SPRC establishes salaries.
- Staff salaries for both lay and clergy staff positions are reviewed annually and may be adjusted by SPRC, based on merit, job changes and/or available funds.

### **Vacation**

- Personal and Holiday Leave: A total of 16 personal/vacation and sick hours will be paid each year. The first vacation day will be available after 12 months of continuous employment.
- The church office is closed the following holidays: Martin Luther King, Memorial Day, Labor Day, Fourth of July, Thanksgiving and the day following Thanksgiving, Christmas Eve day, Christmas day, and New Year's day. These will be unpaid holidays.

### **Termination Policy**

- If necessary, a two-week notice will be given by Portlock United Methodist Church and will also be required from the employee if resigning.

PUMC COMMUNICATION AND ADMIN ASSISTANT JOB DESCRIPTION

ACKNOWLEDGMENT:

I, \_\_\_\_\_ acknowledge that I have read and understand the job description for the position of Communication/Admin Assistant for Portlock United Methodist Church, Chesapeake, VA

Communication/Admin Assistant

Signature \_\_\_\_\_ DATE \_\_\_\_\_

SPRC Chairperson

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Reviewed by:

\_\_\_\_\_ DATE \_\_\_\_\_ . SPRC Chair

\_\_\_\_\_ DATE \_\_\_\_\_ SPRC Member

\_\_\_\_\_ DATE \_\_\_\_\_ SPRC Member

\_\_\_\_\_ DATE \_\_\_\_\_ SPRC Member

\_\_\_\_\_ DATE \_\_\_\_\_ SPRC Member

\_\_\_\_\_ DATE \_\_\_\_\_ Current Pastor

Approved by: \_\_\_\_\_ DATE \_\_\_\_\_