

HAYGOOD UMC: Administrative Assistant

1. QUALITIES OF HAYGOOD EMPLOYEES

- Demonstrates a clear and evident testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
- Demonstrates a clear commitment to the mission, vision and worship philosophy of the church.
- Has demonstrated excellence in their administrative ministry.
- Demonstrated self-starter and team player with a positive outlook on their ministry.
- Has a regular and active prayer life.
- Works to maintain the safety, security and confidentiality of the church and its members.
- Ability to learn, interact with, and leverage church software and current technologies when needed.
- Have sound moral character, exemplifies the Christian life to others.
- Participating member of a faith community.
- Pass a background check.

2. PRINCIPLE FUNCTION

- Foster an environment that places a high priority on an efficient congenial front office.
- Maintain designated office hours as determined to maintain smooth office efficiency.
- Be available to provide assistance to staff, volunteers and guests to the front office.

3. RESPONSIBILITIES

- Answering phone and directing to appropriate staff when volunteers are not available.
- Ordering adult curriculum/books (e.g. Sunday school, Bible Studies, Advent and Lent Books for the entire congregation).
- Ordering Office Supplies. Keep an inventory of current supplies, be aware of seasonal requirements. This would include maintenance of office equipment.
- Gather and enter weekly and annual data and statistics required by the conference (EVC, Statistical Reports, Charge Conference). Contact individuals to inform them of deadlines for information to be included in the Charge Conference Packet.

- Supervise acknowledging memorial gifts/Provide this information to the Financial Secretary for the budget and Memorial Chair for coordination with the family.
- Coordinate and upload reports into Google Drive for Leadership Board Review.
- Credit Card Management. Keep track of the charges and ensure that the church does not exceed the Charge Card limit. Also, keep a record of the expenditures and the work area that should be charged.
- Ensure that all material in the Lobby (i.e. Welcome packet, handouts) are up to date and replenished.
- Produce handouts and mailings (funeral bulletins, seasonal listings name tags, stewardship campaigns, etc.) Would include typing as well as copying and folding.
- Maintain membership database with correct information, record membership changes such as births, deaths, transfers in and transfers out.
- Keep track of the staff and assist those trying to contact them.
- Assist the Pastor with appointments and advise of upcoming events and scheduled meetings and appointments.
- Provide guidance and training for volunteers.
- Reports to Senior Pastor.

4. REQUIREMENTS

- Part-time approximately 16 hours a week 10-2, M-Th, or as agreed upon with Senior Pastor. Hours subject to seasonal adjustments.
- Location: Haygood UMC Front Office
- Training: Administrative
- At least two years of experience in administration. Provide three references to be included in the application materials.
- Experience using Microsoft Office, Google, social media platforms and website management
- Effectiveness in interpersonal and communication skills, organizational skills, and is a team player.

5. COMPENSATION PACKAGE

- Salary: TBD x 16 hours a week. (Recommended 10:00 AM to 2:00 PM Monday - Thursday)
- Vacation and Sick Leave: 2 weeks annual (based on hours worked per week)
- Holidays: As outlined in the Personnel Manual (Not paid - except week between Christmas and New Years)
- Insurance: No
- 401K: No
- Continuing Education: As needed