



Jonesboro United Methodist Church

Position Overview: Office Administrative Assistant

The Office Administrative Assistant works in the JUMC office to provide administrative assistance to the Senior Pastor(s) and other JUMC lay staff members. The Office Administrative Assistant also works independently—based on inputs from the Trustees, Lay Leader, Worship Team Chairperson and other church leaders—to complete a variety of scheduling tasks, reports, communications, and outreach priorities.

Job Description

The Office Administrative Assistant works onsite at JUMC Monday through Thursday, preferably mid-morning to early afternoon, for three hours per day, with occasional additional hours up to 16 hours per week.

The Office Administrative Assistant is the chief point of contact—in person, via phone and via e-mail—for church members, visitors, community agencies, UMC state and district offices, grant-making organizations, external service providers and others. The Office Administrative Assistant manages church scheduling and vendor appointments; produces weekly worship services bulletin and mid-week email; and handles incoming mail, copying, mailings, supply orders and reports.

Primary administrative responsibilities include:

- Provide information, guidance and assistance to church staff, church committees, and individual church members.
- As a first point of contact for many, reflect the supportive and caring environment that JUMC continues to nurture within our church and throughout our community.
- Approach all responsibilities in a proactive and positive way.
- Maintain confidentiality of financial and sensitive information.

On a daily basis Monday through Thursday, the Office Administrative Assistant will:

- Share information in response to all forms of inquiry.
- Screen requests for financial or other forms of assistance and make referral to Financial Administrative Assistant, as necessary.
- Order church supplies (ex. copy paper, cleaning supplies, worship supplies).
- Contact, schedule, and oversee all outside service providers/workers, as necessary.
- Manage church calendar; schedule all events and use of buildings and grounds.
- Retrieve mail from onsite mailbox and direct, as needed.

On a weekly basis, the Office Administrative Assistant will:

- Prepare financial contributions for and make bank deposit.
- Retrieve mail from USPS Center and distribute, as needed.
- Work with Senior Pastor(s), other staff members and content contributors from throughout the church to compile the Sunday Worship Services Bulletin, and handle printing.
- Compile, prepare and distribute mid-week “Life Together” email.
- Coordinate with volunteer to record the previous Sunday’s worship service visitor names and contact information into a monthly list; email the list to the Senior Pastor(s).
- Create and send “reminders” (phone calls, text, emails, etc.) as needed/requested to church committee members about scheduled meetings.

On a mid-monthly basis, the Office Administrative Assistant will:

- Compile and share with its editor select, requested information for the church newsletter.

On a monthly basis, the Office Administrative Assistant will:

- Handle printing/ mailing of monthly newsletter.
- Collect and provide information to Financial Administrative Assistant of church member/participant contact updates such as mailing address/email/phone number(s); requires knowledge of Church Windows.

On a yearly basis, the Office Administrative Assistant will:

- Work with Senior Pastor(s) and Lay Leader to provide data and information necessary to compile reports for Charge Conference and for the NCCUMC annual conference

Hiring Process and Salary Review

- The ideal candidate will have proven abilities in proactive, positive personal interactions; word processing; use of office equipment; and familiarity with operating an office environment. Must be able to self-direct your work with limited day-by-day supervision and be available Monday through Thursday, preferably mid-morning to after lunch.
- As part of the hiring process, the Senior Pastor and/or Staff-Parish Relations Committee may—at their discretion—conduct background checks.
- Remuneration for this part-time, 12-16 hours per week position is decided annually by the Church Council based on recommendation of the Staff-Parish Relations Committee to the Finance Committee for review. Any raises become effective on January 1 of each year.
- Specific personnel policies are detailed in the *JUMC Staff Handbook*.

As approved by the JUMC Staff-Parish Relations Committee: September 2021

All JUMC job descriptions are reviewed, and updated as needed, on an annual basis. A copy of the JUMC Staff Handbook will be provided at the time of employment.