

JOB TITLE: Office Secretary
DEPARTMENT: Staff
SUPERVISOR: Pastor/SPRC Team Lead

POSITION SUMMARY:

This position provides administrative support to the church office.

ESSENTIAL FUNCTIONS:

ADMINISTRATION

1. Support the mission of the church as it relates to the position.
2. Answer phones and assist walk-in visitors as needed.
3. Support production of print projects including but not limited to Sunday bulletin(s), letters, flyers, prayer requests, daily broadcast, etc.
4. Maintain a variety of records, including attendance, and visitor records.
5. Compile annual conference report, including compiling information from staff, committee leaders, and ministry chairs, typing and production.
6. Keep office and work area tidy and organized; file records, bulletins. Keep computer files organized, backed up.
7. Attend church staff meetings, including taking and distributing minutes when needed.
8. Attend Admin Council meetings and take minutes.
9. Order and maintain office supplies.
10. Maintain church calendar with events and updating all church calendars accordingly.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

Education, training, skills, and experience necessary to carry out the assignment, including two (2) years of clerical/office experience or a related two-year degree. Ability to speak English is required and bi-lingual English/Spanish preferred.

Knowledge, Skills, Abilities

1. Demonstrated ability to work and interact with a wide variety of people.

2. Excellent computer skills, including word processing. Experience with desktop publishing is desirable.
3. Willingness to learn church software.
4. Ability to do an appealing page layout for church bulletin and misc. posters.
5. Proven excellent oral and written communication skills.
6. Demonstrated proof reading ability.
7. Ability to maintain focus despite frequent interruptions.
8. Professional, friendly, easy to engage with, and excellent telephone etiquette.
9. Organizational, time management, record keeping, and problem-solving skills.
10. Ability to work with volunteers and be sensitive to their needs.
11. Be an active part of the church staff team.

Other requirements:

1. Submit to background checks as required by the Ky UMC Conference.
2. Read and sign the church's Safe Sanctuary document every two years or when updated, whichever comes first.

HOURS:

This is a part-time non-exempt position that is authorized up to 25 hours/week, 9am to 2:30pm Monday – Thursday, plus staff and Admin meetings unless otherwise specified by the Senior Pastor.