

## ***AIEA UNITED METHODIST CHURCH***

### **Executive Assistant**

*The Executive Assistant (EA) is responsible for providing administrative and technical support within guidelines set by the Senior Pastor. The EA is responsible for the day-to-day operations of church programs and will consult the Senior Pastor and/or appropriate church committees in matters involving changes to church policies. The EA serves as the lead worker for other church employees and volunteers. The EA works approximately 22-26 hours per week under the supervision of the Senior Pastor. The job description and changes, setting the salary, and hiring and termination, are the responsibility of the Staff Parish Relations Committee (SPRC). Specific responsibilities include:*

Provides support to the pastor, church committees, officers and leaders in carrying out the ministry of the church (such as assisting in processing new employee application forms and assisting committees with special projects like annual stewardship campaign). Note: Preparation of agendas and minutes are committee responsibilities and are not required of the EA.

Acts as a point person on Sundays to ensure efficient and effective church services and operations. Sunday duties include but are not limited to, opening the facility and classrooms, ensuring volunteers are present and prepared with materials, greeting and engaging members, ensuring facilities are cleaned up and secure.

Recruits, coordinates, schedules and trains volunteers for all areas of church operations and special events. Develops and posts sign-up sheets, makes verbal or email requests to potential volunteers.

Maintains Master Calendar for facilities use by two congregations, non-church groups, committee meetings, and other scheduled events.

In conjunction with other church ministry leaders, schedules and coordinates fellowship social events.

Along with the rest of the church leadership, ensures AUMC complies with Safe Sanctuaries program and implements policies to safeguard children participating in church activities.

Promotes and advertises the programming to the congregation, within the church organization, and to the community, (e.g. newsletter, announcements for the bulletin, flyers and brochures, bulletin board displays, etc.).

Serves as primary manager of online content such as the website and Facebook pages. Manages the e-group for general notices to the congregation.

Attends staff and administrative council meetings, and through these meetings and other liaison with the Senior Pastor, staff, church leaders and volunteers of AUMC works with others to coordinate programs and activities within the church.

Establishes and maintains appropriate administrative files.

Works with the Senior Pastor and Finance Committee to develop and submit an annual budget to support programs, supplies, and equipment. Tracks expenditures and complies with Finance Committee/Treasurer policies and procedures on using funds.

Execute church office budget, maintain office Petty Cash fund, order office supplies and postage stamps.

Promotes District and Annual Conference, and church related activities.

Maintains office hours as scheduled (9-12 Monday through Friday) and receives and screens incoming calls and takes clear messages; greets and assists visitors to the church.

Fulfills responsibilities as directed by the Senior Pastor or the SPRC.

## **ESSENTIAL QUALIFICATIONS**

Familiarity with, and passion and enthusiasm for, creating, maintaining and facilitating Christian community in a United Methodist Church context.

Strong interpersonal communication and relationship skills.

Ability to organize and prepare Christian programming.

Working knowledge of office equipment such as computers, photocopiers, and telephone systems.

Proficient in computer PC operations, including Microsoft Office, Power Point, website content management, cloud storage programs (such as Dropbox), Facebook, and other social media programs and applications.

Ability to perform detailed clerical and administrative work with accuracy and speed; type or keyboard 60 words per minute; analyze situations accurately and take appropriate action; identify problems and recommend solutions; compose correspondence and accurate reports with minimal guidance and direction; communicate effectively in English; follow and give oral and written directions; perform mathematical calculations with accuracy; develop and maintain statistical records; work independently with minimum of supervision; interpret, apply and initiate District policies and procedures; maintain cooperative working relationships; interact with the public in a helpful, courteous and friendly manner; demonstrate sensitivity to, and respect for, a diverse population.

Knowledge of modern office methods and practices including filing, proofreading, formatting, report writing, and basic bookkeeping and fiscal management; proper English usage, spelling, vocabulary and grammar; operation of personal computer software programs including word

processing and spreadsheet tools, calculators, adding machines and other standard office equipment; proper reception and telephone etiquette.

**Minimum Qualifications:** A combination of education and/or experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Associate's degree

Experience: Four years of increasingly responsible secretarial or administrative assistant experience. Expertise in numerous software programs such as Mac OS, Microsoft Word, Microsoft Outlook, Excel, PowerPoint, a desktop publishing program, an internet navigation program, and a Web publishing program.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to handle objects, tools, or controls and talk and hear. The employee frequently is required to stand, walk, sit, and reach. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift and/or move up to 50 pounds. Full range of vision abilities is required by this job (close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus).

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.