Wesley United Methodist Church

1164 San Bernard Street, Austin, Texas 78702

www.wesleyunited.org

Job Title: Administrative Assistant

Part Time Position: 20 hrs per week

OVERVIEW

We have an excellent opportunity for an Administrative Assistant at Wesley United Methodist Church, a vibrant, growing, and caring congregation that has served the community for more than 161 years. The congregation is committed to extending God's grace to all persons with genuineness, integrity, and Christian love, fostering a sense of dignity, self-worth, and hope. The Administrative Assistant will provide administrative support to the pastor, church leaders, employees, members, and visitors.

This is a part-time position requiring presence at the church office located at 1160 San Bernard St in historic East Austin.

JOB SUMMARY: As a representative of the church, the Administrative Assistant demonstrates warmth, compassion, tact, and diplomacy in every interaction while carrying out responsibilities in accordance with the church's vision and mission. The Administrative Assistant must honor the church's commitment to confidentiality by protecting the privacy of church members and safeguarding sensitive information. Because telephone calls, email messages, and other communications may come from individuals facing difficult life circumstances, the Administrative Assistant responds with patience, care, sensitivity, and a helpful spirit so that each person feels heard and valued. A strong personal spiritual foundation will greatly contribute to effectiveness in this role.

PRIMARY RESPONSIBILITIES:

- Ensure accuracy and adherence to the financial tracking system used by the church to effectively assist with basic bookkeeping, donation tracking, and data compilation for annual budgets.
- . Stay current on privacy and confidentiality practices to ensure the safety of church records.
- . Receive and route incoming telephone calls, emails, correspondence, and other church communications.
- . Prepare and send outgoing correspondence and other communications on behalf of the church, as directed.
- . Organize, maintain, and coordinate appropriate scheduling of church calendar events and activities which will foster and promote the mission of the church.
- . Produce a monthly newsletter that will communicate Church/related activities and make such newsletter information available for inclusion on the Church's website/social media.
- . Weekly and regular production of Sunday bulletins, worship guides for special church programs, special programs approved for production, and announcements. Coordination with the Pastor, Worship Coordinator, and Audiovisual Team as required, and establishment of reasonable timelines for submission of information for production.
- . Proofreading and editing.
- Maintain office and church-related supplies: Create and maintain a cadence for ordering office and church supplies and keeping equipment working properly.

- Assist with providing agendas, reports, and other meeting materials as requested for monthly, annual, or called administrative meetings. Provide information for the Report to the Annual Charge Conference, Local Church Report to the Annual Conference, and other reports as required to maintain denominational relationships.

•. Prepare and maintain church records, including membership, worship attendance, vital statistics, and trends in church life.

•. Other reasonable and appropriate office tasks as needed to optimize the efficiency of church administration and office operations.

QUALIFICATIONS:

•. High School Diploma/GED, Bachelor's Degree (or equivalent combination of education and experience) preferred

•. 2 years of prior administrative and/or non-profit experience or equivalent experience.

•. Excellent computer skills (Word, Excel, PowerPoint, Gmail/Outlook)

•. Capacity to work independently, prioritize, and balance multiple tasks.

•. Excellent attention to detail, verbal and nonverbal communication, and highly effective organizational and time-management skills.

•. Ability to collaborate and communicate effectively with a diverse group of people. This position interacts with the Committee on Staff/Pastor-Parish Relations, the Finance Committee, the Financial Office Administrative Associate, the Church Treasurer, the Administrative Board, the Council on Ministries, church employees, and church members.

•. Ability to lift 10 lbs. of office equipment and supplies.

PREFERRED SKILLS AND ABILITIES:

1. Ability to operate and communicate across social media platforms. This includes the operation of or learning to operate Zoom, Google Meet, Microsoft Teams, Cisco, or other online meeting platforms.
2. Ability to update church webpage and Facebook page, or other social media platform, as appropriate in coordination with the Communications Team.
3. Ability to design fliers and other graphic assets using Canva, PowerPoint, or other design tool.
4. There may be transport of correspondence or church materials between the church office building and the main church facility, which are two separate facilities located next door to one another.
5. Become well acquainted with the church's connection and relationship with other United Methodist churches and become aware of key individuals, resources, and components of the District, Conference, and General church entities in the United Methodist Church.

SALARY AND PAYMENT SCHEDULE:

The Administrative Assistant will be paid twice monthly as an employee.

Wesley United Methodist Church of Austin, Texas, will provide the Administrative Assistant with a Form W-2.

1. The appropriate bodies of the church are responsible for any amendments to this document.