

**Belleville First United Methodist Church**  
**Job Description: Administrative Assistant**

**Reports To:** Pastor/Staff Parish Relations Committee (SPRC)

**Position Status:** Part Time 20 hours per week; flexible

**Position Summary**

The Administrative Assistant is a part-time receptionist/secretary who works with the pastor, staff, and volunteers to create, maintain, and produce online and in person communications to further the ministry of BFUMC . This role at BFUMC is the gateway for creating healthy communication methods in the faith community and the larger Belleville community. The Administrative Assistant will support the church and ministry leaders in conveying their vision and communications priorities.

***Expectations:***

- Understanding of the mission, vision, and priorities for Belleville First UMC.
- Use appropriate judgement in the areas of discretion, sensitivity, and leadership.
- Maintain cooperative, healthy, and motivating relationships with supervisors, coworkers, and volunteers.
- Have a strong work ethic: be reliable, self-motivated, and have a commitment to excellence.
- Reports directly to BFUMC appointed pastor and/or SPRC

***Responsibilities:***

- Provide reception services and maintain supportive, caring environment for all church visitors
- Evaluate visitor needs to provide appropriate service or support including directions to social service agencies as needed
- Answer telephone calls promptly and courteously.
- Support Food Closet program including: responding to telephone inquiries and referring service to Food Closet Coordinator.
- Edit, compose and develop graphics for church letterhead, bulletins, monthly newsletter, and supplemental inserts.
- Facilitate mailing of all church correspondence including determining appropriate mailing list, copying required number of documents, printing and attaching address labels, and timely delivery to post office for distribution
- Work with other church staff to update and maintain CCB database. Reissue church directory every other year
- Monitor and maintain sufficient office supplies
- Schedule and coordinate use of church facilities. Create and publicize monthly calendar of church events, meetings and activities for newsletter and webpage
- Collect and document (invoicing) funds for room rentals, rental items, and disability equipment
- Compile committee reports, officer and member lists for inclusion in the annual Charge Conference Report

- Review, respond and/or forward daily email and postal correspondence to appropriate person or agency
- Maintain Office Procedures Manual for use by new staff and office volunteers
- Schedule service as needed for all equipment
- Solicit volunteers as needed to meet deadlines
- Participate in monthly church staff meetings
- Other duties as assigned

***Skills and Requirements:***

- Must be self-motivated and willing to assist staff and volunteers as needed
- High degree of organizational skills
- Ability to multi-task and work in busy office environment
- High level of interpersonal and communications skills
- Experience working with MS Office software including Publisher, Word, Excel, and PowerPoint
- Willing to become proficient in using church database: CCB