Norwalk First United Methodist Church
Administrative Assistant

<table>
<thead>
<tr>
<th>Ministry Area/Department</th>
<th>General staff/Administration</th>
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<tbody>
<tr>
<td>Position</td>
<td>Administrative Assistant</td>
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<tr>
<td>Accountable To</td>
<td>Senior Pastor</td>
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<tr>
<td>Ministry Target</td>
<td>Pastoral Team, Support Staff, and Congregation</td>
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<tr>
<td>Position May Be Filled By</td>
<td>Any qualified Christian candidate</td>
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<tr>
<td>Minimum Maturity Level</td>
<td>Stable, maturing Christian</td>
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<td>Spiritual Gifts</td>
<td>Administration ● Service ● Helps</td>
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<tr>
<td>Talents or Abilities Desired</td>
<td>Strong administrative skills, Verbal and writing skills, Listening and interpersonal skills, Organizational skills, Creative ability, Cooperative spirit</td>
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<tr>
<td>Best Personality Trait</td>
<td>Dependable, Friendly, Approachable, Professional, Organized</td>
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<tr>
<td>Passion For</td>
<td>Providing administrative support for the Pastoral Team, Support Staff and Congregation</td>
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<tr>
<td>Length of Service Commitment</td>
<td>Two years minimum</td>
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Anticipated Time Commitments: This position requires 35 hours per week. Office hours are 8:30 a.m. to 3:30 p.m. Monday through Friday; ½ hour lunch break. Summer hours are 9:00 a.m. to 3:00 p.m.

Summary: Associate degree preferred, but not required. Applicant must be a reliable self-starter, proficient in the Microsoft Office Suite, particularly PowerPoint, Publisher, and Word. Applicant must possess excellent computer, internet, email, written and oral skills, and be comfortable dealing with the public as the receptionist in greeting and directing people with tact and poise in a variety of situations. Applicant must have knowledge of the use of general office machines, copier, and phones. Person will be responsible for posting events and managing the church Facebook page and website. Strong organizational skills are a must to keep the various groups of the church connected. Data entry in various programs and record keeping are an important part of this position. Applicant will be required to meet with people of the community who ask for assistance with rent and utilities. Person will be expected to prepare bulk mailings a few times a year. Applicant will be expected to be secretary for the Board of Trustees at least one evening per month. Salary is commensurate with ability, education, and experience.

Specific Duties:
1. Develop and prepare publications for the church, including the weekly emails, bulletins and inserts, monthly newsletter, brochures, visitor handouts, stewardship materials.
2. Develop and maintain the master program calendar of the church and be prepared at each meeting with calendar information.
3. Keep office files up-to-date and in order:
   a. Handle membership transfers, in and out, and take care of correspondence relative to such transfers and withdrawals.
   b. File minutes from each standing committee within the church.
   c. Keeping wedding and death files in the office up-to-date.
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4. Maintain flower calendar, order flowers and contact donors regarding type of flowers, how much they want to spend, and what they would like printed in the bulletin.
5. Maintain historical files of church bulletins, newsletters, brochures, and visitor handouts.
6. Review and maintain mailing lists as needed. Coordinate all bulk mailings.
7. Coordinate printing of special projects.
8. Send out reminder cards/emails for committee meetings one week in advance.
9. Assume responsibility for the handling of all incoming calls, taking clear messages and routing to appropriate persons.
10. Ensure office machines are clean and well maintained, contacting the appropriate maintenance persons as needed.
11. Maintain a sufficient supply of office supplies, ordering as needed.
12. Coordinate and recruit sanctuary volunteers to keep the pew racks maintained.
13. Publish an annual membership directory.
14. Assist Director of Education and Director of Youth in administrative work.
15. Coordinate communion servers, acolytes, liturgists, and greeters.
16. Maintain contact with various community groups who meet at the church as well as anyone wishing to rent building space.
17. Work with Love Fund coordinator to accept applications for assistance and enter applications into a community data base.
18. Build weekly PowerPoint presentation for Sunday worship and broadcast.
19. Perform all other administrative duties as required by the pastoral team.

Office Policies: The position is covered by Workers’ Compensation and Social Security. The Staff/Parish Relations Committee (SPRC) will hire, evaluate, and terminate. There will be an initial 90-day probationary period during which either party may terminate the employment. An annual evaluation will be made with the SPRC and will include a review of the job description, an evaluation of the working conditions, a performance evaluation, and the setting of goals for the coming year. The annual salary will be set by the SPRC with concurrence by the Finance Committee and approved at the annual Church Conference. The church office will be closed on specified holidays and between Christmas and New Year’s Day. Vacation is provided based on years of service.