

## **JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT**

### **Salem United Methodist Church, Cedar Rapids**

The primary purpose of this position is to provide administration and communication services for the church and perform the tasks required for the daily functioning of the church office. This is a part-time, up to 12-hour-a-week position. The Administrative Assistant reports to the Pastor.

#### **RESPONSIBILITIES:**

##### **Administration**

Manage the church office and assist with all administration, including but not limited to:

- Participate in regularly scheduled staff meetings as determined by the Pastor.
- Serve as weekday Welcome Center, receiving persons in the church, answering phone calls, managing voice mail, writing and answering email, with cheerfulness, warmth, and hospitality.
- Serve as the congregation's Information Center, answering questions and sharing information about day-to-day activities and functions of the congregation.
- Maintain the Church Management Online system.
- Maintain all congregational records and statistics and assist in preparing and filing required reports for Salem's Charge Conference, the Pictured Rocks District, and the Iowa Annual Conference of The United Methodist Church.
- Maintain congregational membership list and other data, archives and files.
- Identify and communicate needs and make purchases as necessary.
- Help staff, Leadership Board, congregational members, organizations, ministry teams, and committees coordinate their activities.
- Recruit, coordinate, and supervise volunteers for office help and special projects, and special mailings
- Perform background checks as necessary.
- Maintain Biennial Report (paperwork for Secretary of State)

##### **Communication**

- Serve as Communication Center between church office, parishioners, and the world.
- Oversee the master calendar of church activities and church use and communicate that to staff and ministry teams
- Manage connection card information.
- Oversee prayer requests by communicating them to appropriate ministry teams
- Order palms and Easter lilies and other items for worship.
- Pick up mail in the mailbox outside and distribute the mail appropriately.
- Handle correspondence, including responsibility for meeting postal regulations.
- Serve as liaison for communication and information with florists, funeral homes, hospitals, vendors, etc.

### Care

- Care for members and non-members as needed, referring as appropriate.
- Receive persons in need who come to the church for assistance and provide gas and food vouchers.
- Maintain confidentiality with and for all persons.
- Maintain a healthy environment in the church office with self and others (no gossip, speaking behind someone's back, complaining, grumbling, speaking negatively, etc.), encouraging face-to-face conversations for important issues.

TERMS OF EMPLOYMENT: Works up to 12 hours a week, year-round at \$16.43 per hour. Regular office hours are maintained Tuesday through Thursday from 9:30am-1:30pm. Office hours will be assessed based upon the church calendar in conjunction with the Lead Pastor. Compensation is paid bi-weekly (26 times a year). The office is closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. In general, staff members must have approval to be gone during holy days (Christmas Eve, Ash Wednesday, Holy Week, etc.). PTO accrual is available. On rare occasions, the Administrative Assistant may be asked to perform some duties (mainly communication) from home at other times. There are occasional fluctuations in the schedule, with the approval of the pastor, to provide flexibility for the needs of the church and the Administrative Assistant. Over time, medical/other fringe benefits, and pension/other retirement compensation are not included. Employment is completely at will.

### QUALIFICATIONS:

- A follower of Jesus who loves God and loves others and willing to welcome all persons without regard to race, class, sex, or orientation.
- Desire to serve at Salem Church and be an engaging member of the staff team.
- Maintain healthy priorities in life, including spiritual disciplines, readiness for learning, investing in key relationships, vision for the future, eating and exercise
- Be loyal to the mission and vision of the Salem UMC and always protect the unity of the church
- Inclusive of all people regardless of race, class, gender, or sexual orientation
- Self-starter able to operate independently without supervision.
- Strong organizational and leadership abilities.
- Ability to communicate and listen well.
- High level of relationship skills, including exercising compassion, grace, tact, and diplomacy.
- Technologically savvy with computers and digital communication

JOB EVALUATION: The Administrative Assistant will be invited to meet with the Pastor and/or Staff-Parish Relations Committee (SPRC) yearly to evaluate fruitfulness and make changes as necessary. The job description will be reviewed periodically and in association with any pastoral change. Please note: Job descriptions at Salem United Methodist Church are not intended to fully specify or limit the tasks that may be required of each employee. This description must not be perceived as a definitive work statement. Although each job description roughly defines the current focus of activity for a given position, that focus may be changed at any time, depending on the evolving needs of the church and the gifts of the staff person.

CONDITIONS OF EMPLOYMENT:

- 90 day probationary period with evaluation at end of that time period.
- In all things, must be consistent with Salem and The United Methodist Church
- Continue growth and training when possible through conferences, online training, etc.
- The Pastor has the authority to hire and fire. Most often, this will happen in consultation with the Staff-Parish Relations Committee.

Please submit an online application at [Salemchurch.life](http://Salemchurch.life) and email a cover letter of interest and resume to [mattgerman@salemchurchcr.com](mailto:mattgerman@salemchurchcr.com)

**Chair LB/SPRC** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrative Assistant** \_\_\_\_\_ **Date** \_\_\_\_\_

*Employment is at will and the church and employee retain the right to terminate this relationship at any time, for any reason, with or without cause of notice.*

*As a resigning employee, you may be responsible for training the person who moves into your position. Advanced courtesy notice by both the church and employee is appreciated.*