

Administrative Assistant and Receptionist

Eagle United Methodist Church

Summary: Eagle United Methodist Church is seeking an administrative assistant and receptionist. The ideal candidate will have office management/administrative skills and a desire to work in a Christian office environment.

Responsibilities and Expectations:

- Ability to embrace the vision, values and mission of the Eagle United Methodist Church
- Able to be present in the office 24 hours/week (Mon-Thurs 9am-3pm)
- Aptitude with office productivity software (Microsoft Word, Excel, Publisher, Outlook, Google Docs), web browsers and social media
- Telephone and greeting skills
- Able to multi-task and handle frequent interruptions
- Maturity and ability to maintain confidential information

Qualifications:

- Friendly outgoing personality - high energy
- Sense of humor and positive attitude
- Able to lead and work with volunteers
- Strong interpersonal skills; able to work cooperatively with people
- Supports the mission of the church

Specific Requirements:

- Availability to answer phones and greet visitors during the work week
- Schedule, assign, train and supervise activities of volunteer office assistants
- Publish weekly bulletin and monthly newsletter (using MS Publisher)
- Manage attendance and membership administration (maintain church directory)
- Event administration, such as Lunch with the Pastor
- Reporting, including end-of-year reports and church statistics
- Project management
- Calendar management using online system (Church Community Builder)
- Coordinate some facilities management (e.g. room reservations) and equipment maintenance (e.g. piano tuning)
- Order supplies as needed

Commitment:

- Part-time position of 24 hours per week (Mon-Thurs 9am-3pm)
- Expectation is for a minimum one-year commitment
- Pay is \$15.00 per hour
- Reports directly to Senior Pastor
- Performance review after 3 months evaluation period; annual performance review thereafter