



JOB DESCRIPTION

JOB TITLE: Administrative Assistant
INCUMBANT:
REPORTS TO: Senior Pastor
Executive Director
APPROVED DATE: 6/3/2024

SUMMARY: This is an important position to the life and business of the Holiday Park UM Church. The ideal candidate will have similar experience and a high level of proficiency in the Microsoft Office suite and experience with Servant Keeper software. As the “face of the church”, this candidate must have a social personality and like to work with members of the congregation as well as the committees within the church and the staff. This part time position comes with the expectation of 25 hours per week.

DUTIES AND RESPONSIBILITIES:

The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Prepare and preserve the individual members database and hard copies
- Maintaining committee rosters
- Maintaining all church records and statistics
- Prepare, compile and maintain reports for annual church conference
- Serve as recording secretary for all church charge conferences
- Create Baptismal and membership certificates
- Maintaining automated giving envelope program
- Prepare and distribute quarterly and annual financial giving statements
- Maintaining the church calendar including coordinating facility rental requests and attaining appropriate approval
- Handling all incoming and outgoing mail
- Managing office petty cash fund and office supplies
- Create worship service bulletins for all services and all components of the information attained within
- Maintain and monitor HPUMC social media accounts
- Responsible for handling and routing all incoming calls with a friendly and courteous manner expected when calling a religious institution



QUALIFICATIONS:

- Must share and support the orthodox Christian values of the Holiday Park United Methodist Church
- Must be compliant with all applicable state and federal clearances
- Minimum of 5 years of similar experiences
- Associates degree preferred but not required
- Advanced computer, internet, and office equipment skills required
- Ability to work with minimal supervision
- Commitment to high standards
- Strong organizational skills
- Ability to manage priorities
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Strong written and verbal communication skills