

Administrative Assistant

First United Methodist Church Stillwater

Reports To: Church Administrator

PT/FT Status: Full-time

Job Type: Administrative

Direct Reports: None

Expected Hours: 35-40 hrs/week*

FLSA Status: Non-exempt

Pay Type: Hourly

**Intended as a general range of time spent performing the job function during a typical week. This position is expected to work 35- 40 hours per week in the church office, typically Monday through Friday during office hours.*

General Summary of Position

This position performs a variety of administrative, clerical, customer service, and recordkeeping duties, while responding to questions and requests from church members, staff, visitors, and outside agencies.

Essential Duties and Responsibilities

Reception

- Answer phone calls, directing callers to the proper person or contact
- Receiving guests in the office, directing them to the proper person as needed
- Receiving phone calls requesting assistance, scheduling benevolence appointments

Database Maintenance

- Maintaining proper membership records
- Tracking attendance
- Assisting with End of Year statistical reports
- Keeping database/Online Directory records up to date and accurate
- Posting weekly giving to database record

Bulletin Production

- Create a draft bulletin for review by a pastor based on information provided in worship planning software
- Produce the bulletin, mail to homebound, distribute to worship spaces

Office Management

- Receiving requests for scheduling the facility; responding according to guidance from the building use policy and Church Administrator
- Receiving vendors visiting the building; directing them with information provided by the Church Administrator
- Managing requests for vehicle and kitchen use according to church calendar
- Receiving payment for building use, following up on these payments upon request
- Keeping office supplies stocked and available
- Addressing copier needs and interfacing with copier maintenance vendor
- Managing budgeted line items for office needs

Team Member Responsibilities

- Attend weekly staff meeting
- Interface with Hospitality & Event Coordinator to maintain church calendar

- Perform other related duties as requested by the Church Administrator or Senior Pastor.

Qualifications

Education or Experience

Education: High school diploma, GED, or equivalent preferred.

Experience: Prior administrative, customer service, or database management experience preferred.

Knowledge & Skills

- Fluency and proficiency with software programs, specifically database and programs found in the MS Office Suite. Ability to work with programs based in the cloud a plus
- Ability to keep information and conversations confidential
- Staying focused amidst many inputs and requests in order to accomplish tasks in a timely manner
- Receiving people well in the office environment; ability to handle difficult people with grace
- Knowledge of office equipment operation a plus
- Knowing when to act and when to ask for instruction
- Ability to cross train in other areas in order to support the team

Physical Demands & Work Environment

This position is expected to average 35- 40 hours per week. It generally follows a regular office schedule, typically Monday through Friday during office hours, but may occasionally flex based on church activities, worship schedules, funerals, weddings, and special events. This an on-site office position. Remote work is not available. The role requires the ability to use standard office equipment, move throughout church office and facility spaces, and manage routine administrative materials and supplies.

Items of Note

Paid time off is determined according to the Personnel Policies as set by SPRC. Any overtime or schedule adjustments beyond the normal weekly schedule must be approved by the direct supervisor. This job description is not intended to be all-inclusive; employees may be assigned other job-related responsibilities as needed. Essential functions may be evaluated in accordance with the Americans with Disabilities Act (ADA).