

Elm Grove United Methodist Church
125 Kruger Street
Wheeling, WV 26003

JOB DESCRIPTION

Position: Church Administrative Assistant

Supervisor: Pastor, Staff-Parish Relations Committee

Days of Work: Monday through Friday

Hours of Work: 9:00am to 1:00pm

Position Type/Pay: Salary

Probationary Period: Ninety (90) days

Brief Job Description: This is a vital, part-time administrative position in an active church office. Supervised by and working very closely with the Pastor, performs essential administrative duties including effective communications with members of the congregation, volunteers, district and conference offices, vendors, and the public; develops documents, both written and electronic; supports volunteer church leaders and aids with regular church meetings, coordinates schedules of activities; assists with basic accounting duties, coordinates office volunteers. Requires exceptional interpersonal and organizational skills and problem-solving abilities. Must be able to function independently at times and utilized MS office software programs and conduct internet communications.

Skills and Requirements:

I. Computer

- a. Ability to use word processing, data base and desktop publishing to:
 - Prepare weekly church bulletin.
 - Assist Pastor in the preparation of correspondence and other necessary documents to conform to accepted business and church procedures.
 - Prepare and update master mailing lists, phone numbers, email addresses, and people directories.
- b. Ability to use internet services and access email.
- c. Ability to back-up files on weekly basis.

II. Basic Bookkeeping & Accounting

- a. Ability to receive, research and organize bills, invoices, bank statements and financial correspondence:
 - Work closely with Pastor, Finance Chair/bookkeeper by providing admin support.

III. Copier and Office Equipment

- a. Ability to operate copier, including the special functions to:
 - Prepare and copy bulletins weekly.
 - Copy committee and other church group materials as requested and necessary.
- b. Prepare and send any paper and/or digital communication regularly.
- c. Contact maintenance services and order supplies for equipment as needed.

Please submit any inquires or resumes to Pastor Deb Dauge at believeyoucan64@gmail.com.