

Trinity UMC Church Administrative Assistant (Part-Time)

Position Summary

Be the point of contact person during office hours at the church. Also providing clerical and communication support for church staff and church leaders/members. This role serves as the primary point of contact for the church office, ensuring a welcoming, organized, and smooth daily operation that reflects the mission and values of the church.

Position Details

- **Hours:** 16 hours per week.
- **Schedule:** Monday through Thursday, 9:00 AM – 1:00 PM.
- **Compensation:** \$16 per hour (\$256 a week), plus discount at Trinity Child Development Center (TCDC)
- **Reports To:** Lead Pastor / Church Council Board

Key Responsibilities

Office & Reception Management

- **Front Desk:** Will be the face and voice of the church. Reflect the Kingdom of God in interactions face-to-face, on phone, and emails.
- **Calendar Management:** Maintain the master church calendar, coordinate facility usage requests, and schedule room reservations for internal ministries and external rentals.
- **Office Supplies:** Manage office supply inventory and expenses.

Worship & Ministry Support

- **Service Materials:** Prepare, print, and distribute weekly worship bulletins, sermon inserts, slides, and special event programs.
- **Records Maintenance:** Manage the church database to keep membership records, visitor details, and attendance logs up to date.
- **Special Services:** Provide administrative support for baptisms, weddings, funerals, and seasonal church events.

Communications & Digital Media

- **Publications:** Compile, edit, and distribute the monthly church newsletter and seasonal event flyers.
- **Digital Platforms:** Perform light updates to the church website and schedule weekly community announcements across social media accounts.

Financial Administration (Optional. Would be nice, but not necessary)

- **Light Bookkeeping:** Sort incoming invoices and statements, process reimbursement requests, and make the weekly deposit.

Required Qualifications

- **Experience:** Would prefer some front office experience, but we are willing to work with a willing-to-learn individual.
- **Technical Skills:** Proficiency with Microsoft Office (Word, Publisher, Outlook, Power Point) and how to use a phone
- **Communication:** Strong verbal and written communication skills paired with excellent interpersonal boundaries.
- **Confidentiality:** Have an understanding that people share some personal stuff in the office.
- **Cultural Fit:** Comfort working within an United Methodist Church environment expecting to interact with interacting a diverse community.

Biggest needs:

Church bulletins

Monthly newsletter

Develop and maintain Church social media

Church presence 16 hours a week, Monday -Thursday, 9am-1pm.

If interested, please contact Pastor Joe Phillips at 423-464-1619