

**Administrative Assistant to the Pastors
and Ministry Staff
Position Description
Suntree United Methodist Church
8/12/19**

Position Overview: The Administrative Assistant to the Pastors and Ministry Staff will report to and be supervised by the Senior Pastor. This person's primary responsibility is to assist the Senior pastor with administrative tasks as assigned and to act as administrative support to other Pastors and ministry staff.

Qualifications: The Administrative Assistant to the Pastors must possess a passion for the mission and vision of Suntree UMC to be a church where we love God, love each other and love our neighbors in extraordinary ways. Must exhibit a vibrant and committed faith in Christ and have a strong desire to support the work of the Pastors and other Ministry Staff in accomplishing their ministry goals. Must possess strong organizational skills, be a self-starter and be comfortable with taking initiative, anticipating the needs of the pastors and the ways they can assist them in the accomplishment of their goals. Must have excellent oral and written communication skills. Must be thoroughly familiar with Microsoft Office, including Word, Excel, Powerpoint, etc. Must be comfortable and teachable when it comes to the use of other technology. Must be highly relational and a team player. Candidates should be professional, polite, prepared, responsive and ready to step up to meet challenges. Flexibility is a must.

Other Qualifications:

Associates degree in a related field preferred but not required
Previous administrative experience a must
Attention to detail

Core Responsibilities:

Office tasks such as filing, copying, generating reports, minutes, meeting notices, mail, screening calls, meeting agendas, etc.
Calendar management for Senior and Associate Pastors.
Communications team member – responsible for writing, proofing, editing content for bulletins and other publications in cooperation with Communications Coordinator.
Responsible for a variety of District and Conference reports throughout the year such as Missional Vital Signs, Charge Conference, etc.
Maintain database and contact information for all church leadership.
Facility scheduling and requests as needed by pastors.
Attend all staff meetings, take minutes and forward them to the team.
Manage administrative details for discipleship ministries such as Journey and Oasis.

Worship – orders supplies, flowers, maintain and disseminate attendance reports, etc.
Communication liaison with District and Conference offices.
Provide administrative assistance to Director of Congregational Care and Director of Worship Arts.
Event coordination as necessary.
Presence at some evening meetings required.
Handle purchase orders as needed.
Keep copies of all job descriptions and make sure they are up to date.
Maintain all employee personnel records.

Other responsibilities as assigned.

Confidentiality: – All communications are confidential unless otherwise directed by one of the pastors.

The Administrative Assistant to the Pastors and Ministry Staff will report to the Senior Pastor. This is a 28 hour per week, salaried position with personal time off as described in the Employee Handbook of Suntree UMC.