

**Administrative Assistant**  
**Wellington Methodist Church, Wellington Kansas**

**Reports to:** Senior Pastor  
**Hours:** 6 hours per week.  
1:00 – 4:00 pm Tuesday and Thursday

**Overview:**

- Personal commitment to Jesus Christ and the ministry of the Methodist Church.
- Be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Have general knowledge of all office equipment and supplies and be willing to further their training.
- Be able to deal with various types of personalities, both on the phone and in person, in a professional manner.
- Share this job with the other Administrative Assistant.
- Perform general office work, under the supervision of the Pastor and cooperation with other Administrative Assistant and the other church staff.

**Responsibilities:**

- Meet and greet members, visitors, and others to answer questions in-person, or by phone, or by email. Assist them with what they need or direct them to the appropriate person, organization, website, or location.
- Check and answer emails, pick up and process mail, check and respond to answering machine messages.
- Maintain calendar of events for the building and set HVAC as appropriate. Schedule and follow church policy regarding building usage. *This requires being knowledgeable of church policies.*
- Execute duties as needed by persons coming to the Ministerial Alliance for assistance.
- Order supplies on a regular basis, which includes office supplies, Fellowship supplies and all custodial supplies for the church.
- Contact repair people for the church.
- Maintain a useful and accurate filing system to facilitate the quick retrieval of documents.
- Prepare the weekly bulletin, inserts, and all pertinent information needed for the week. Upload weekly bulletin to the church website.
- Print weekly scripture reading and place two copies on the podium in the sanctuary.
- Create PowerPoint slides for Sunday services including opening slides. Create slides for Celebration of Life Services as requested.
- Keep Pastor and appropriate committees informed regarding those who are ill, have deteriorating vitality, have lost a close relative, or otherwise, who need to be called upon by the Pastor and/or appropriate committees.
- Keep the addresses, phone numbers, email addresses, birthdays, and membership status of all members updated in Breeze. This includes all types of members.
- Record transferring out members into Breeze including deaths.
- Maintain accurate email lists for all Committees, Boards, and Ministry Teams. This includes Life Groups.
- Perform other duties as assigned by the Pastor.

**Qualifications/Experience:**

- At least a high school diploma, some college preferred.
- Experience with Microsoft Office, including Word, Excel, PowerPoint, Publisher, and ability to work with graphics.
- Experience with reception duties, clerical, and web skills.
- Good organizational skills.