

## **Full-time Administrative Assistant to the Pastors**

**Title:** Administrative Assistant

**Job Status:** 40 hours a week Monday-Friday 8:00 to 5:00 pm

**Reports to:** Senior Pastor and Associate Pastors

### **Position Summary:**

Assists and supports the senior pastor, associate pastors and the committees/teams in which they are liaisons. Works closely with the Director of Traditional Music for the Sunday services and bulletins. The Administrative Assistant is responsible for supporting other staff and volunteers to help them complete and stay organized for the tasks of the church. The Administrative Assistant also maintains the membership database and keeps up with any changes to the membership.

### **Principle Duties:**

- Coordinates, prepares and executes letters, email correspondence for the pastors
- Performs all bulk mailings
- Prepares worship bulletins for Sunday and special events, funerals, and other services
- Coordinates book and supply purchases for worship services
- Coordinates order, delivery, payment and display of flowers used in Sunday worship services and at other times during the year (Easter, Christmas, etc.)
- Maintains membership database (ACS) Automated Church Systems and generates reports as requested
- Coordinates the visitors who attend the worship services and enters visitors in database
- Works with pastors and staff in preparing the reports for Charge Conferences and Year End Reports
- Attend weekly staff meetings

### **Education:**

- Minimum High School diploma or GED required: Bachelor's degree preferred
- Experience as an Administrative Assistant desirable.

### **Specific knowledge, skills, and abilities required:**

- Proficiency in Microsoft Office applications and desk top publishing applications
- Knowledge in ACS (Automated Church Systems) Database – preferred not required
- Proficiency in learning all office machinery
- Attention to details
- Strong organizational and people skills
- Ability to work well and be dependable within a team environment
- Customer Service
- Strong Communication Skills
- Strong Confidentiality/Discretion

Send resume to: [tschultheiss@wesleymemorial.org](mailto:tschultheiss@wesleymemorial.org)