

Andrew Chapel UMC



Administrative Associate

General Description

The Administrative Associate at Andrew Chapel United Methodist Church is a part time position with responsibilities for reception, scheduling meetings, purchasing, working with staff and church members, and working with church software to accomplish a variety of administrative tasks.

Key Responsibilities

Reception

- Serving as the front-facing “doorkeeper” of the church during daytime working hours (Monday – Friday 8:30am – 1:30pm)
- Greet and direct visitors to the appropriate staff or church member
- Answering phones, recording messages, and maintaining a record of phone calls, passing information to appropriate staff or church members
- Opening and distributing mail to appropriate staff or church members
- Accepting deliveries, recording invoices and notifying appropriate staff or church members

Scheduling

- Maintain comprehensive and current church calendar, recording details of space use, meeting times, name and contact information. Coordinate with outside groups who use the building facility for meetings and events.
- Manage online registration for small groups/events
- Manage ZOOM meeting account, ZOOM calendar, meeting requests/invitations

Purchasing/Building Management

- Serve as the primary purchasing agent for Andrew Chapel UMC, including ordering of office, custodial, hospitality and all Worship supplies
- Coordinating with Trustees and service vendors on an as-needed basis for building repairs and to ensure services and office equipment are up-to-date
- Coordinate with building supervisor to ensure doors are open as needed for groups.

Using Church Software

- Work in concert with the Pastor and Communications Director to format and print the weekly bulletin and bulletins for special services
- Report required information/statistics to church Conference and District offices
- Ability to use church management software to maintain membership records, record attendance, record donations, send emails, produce lists, reports & mailing labels

Payroll/Personnel

- This position is responsible for collection, preparation and recording of payroll information
- Assist in maintaining staff records, background checks & documentation for paid staff and volunteers

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Member Services

- Maintain the current church directory, including contact information
- Maintain records of baptisms, confirmations, transfers and deaths
- Receive information, edit and produce Congregational Annual Report in conjunction with the Pastor and Communications Director

Miscellaneous

- Providing seasonal administrative support for event and/or worship promotions
- Attend bi-weekly staff meetings
- Ability to work in a team environment with ministry volunteers and church staff
- Provide secretarial/administrative services as requested by the Pastor(s)

Required Skills

- An applicant is a person who seeks to grow in the Christian faith, who is committed to the mission and vision of Andrew Chapel, and who serves out of a sense of call
- Excellent organization and planning skills with attention to detail
- Excellent social skills and ability to work with others
- A self-starter who enjoys learning and working with new technologies
- Ability to work independently
- Ability to maintain strict confidentiality in all matters involving Pastor, Staff, and Congregation

Preferred Skills

- Knowledge of G-Suite and/or MS Office, MS Publisher, EVC, and Servant Keeper or other Church Management/Database software

Supervision

The Administrative Assistant reports directly to the Pastor for supervision and annual evaluation.

Compensation

This is a part-time position with pay between \$19/hr and \$23/hr dependent upon qualifications and experience. Expectation of 25 hours worked per week onsite.

To Apply

Please send a resume (with references) and cover letter by email to jobs@andrewchapelumc.org or by mail to:

Andrew Chapel UMC
Attn: Pastor Matt Sergent
1301 Trap Rd
Vienna, VA 22182

Applications accepted until position is filled.