

First United Methodist Church of Wausau
“Live and Share God’s Love”

JOB DESCRIPTION

Administrative Assistant (0.5-0.6 Hourly FTE / 20-24 hours per week)

Will not expand to full-time

Purpose: The administrative assistant (AA) is often the first office contact of visitors and members. The job is subject to frequent interruptions; and it is important that the AA complete all duties in a kind, friendly and professional manner. Duties include answering the communications, word processing and document preparation, filing, maintaining supplies, and other general office work as directed.

CORE RESPONSIBILITIES:

- Bulletins – proof, print, fold bulletins for Sunday worship, special days’ bulletins and other bulletins as needed (funerals, weddings, etc.); update announcements, persons serving and calendar; prepare and print inserts.
- Newsletters – contact ministry leaders about submitting articles; prepare calendar page and occasional inserts; arrange submission; edit and print; recruit/organize workers to assemble, fold, tape, separate into zip codes, and count; prepare USPS sheet and deliver to Postal Distribution Center; send a pdf copy to the church’s webmaster
- Calendar – maintain schedule for all building use; coordinate room use
- Visitors – record visitor attendance; prepare a “Who’s Who” identifying visitors and constituents; send names and addresses to Welcome & Communications team
- Attendance – supervise posting of attendance updating contact information as needed; post attendance numbers; help prepare data for annual reports; update class lists; maintain an updated list of homebound members;
- Maintaining Current Membership Records and Activity Records – enter membership status changes immediately
- Program and Ministry Support –email a reminder, minutes and agendas before scheduled meetings; assist in preparing materials; worship planning/preparation
- Phone – answer telephone, receiving and giving messages; check voicemail; keep voicemail message current
- Email – email staff for communication purposes; open church emails, replying or forwarding as needed
- Postal Duties – sort and distribute incoming mail daily; deliver outgoing overweight mail, returned orders, etc. to post office; deliver newsletter to distribution center

1) Other Duties:

- Receive and direct persons entering the church office
- Handle Building Use Requests
- Order and maintain proper amounts of supplies.
- Maintain the key file, distribution list, and temporary distribution list
- Maintain list of loaned items and the members who borrow them
- Notify pastor and staff of special needs of people in the congregation

Maintain strict confidentiality regarding all information related to the church and congregation.

QUALIFICATIONS:

- Possesses
 - A capacity to accomplish tasks while dealing with frequent interruptions;
 - The ability to work independently and to prioritize workload; and
 - The gift to offer kindness and courtesy to every person.
- Organizational skills and attention to detail.
- Maintains confidentiality in all settings.
- Communicates effectively and works with others in a team effort.
- Experience with Microsoft Suite, and computer literacy as relative to software programs used in duties.
- High School Diploma or GED with a minimum 2 years' experience in secretarial roles and office settings.