

Sturgis United Methodist Church

Job Description - Administrative Secretary

Reports to: Pastor
Status: Part Time (25 Hours a week)
Hourly Wage: Depends on experience

Job Summary:

The Sturgis United Methodist Church office is the hub of communication and requires efficient clerical office management and strong communication skills for day-to-day operations. The Administrative Secretary organizes activities of the office and provides professional skills and support to the church's ministry, as well as to the pastor, staff and attendees of Sturgis UMC.

Qualifications:

- Conducts all activities in a warm, caring, and welcoming manner.
- Able to work well with all levels of staff, volunteers, church members, vendors, etc.
- Excellent verbal, written and phone communication
- Exercises good judgment and discretion, maintaining confidentiality
- Able to adapt quickly to changing demands and deadlines, demonstrate flexibility in the face of change or uncertainty and concurrently manage multiple tasks successfully
- Strong administrative skills
- Strong organizational skills
- Able to prioritize and work within strict time constraints
- Self-starter, able to work independently
- Tech savvy and willing to learn new technologies
- Patient, reliable and have an attention to detail
- Proficient knowledge of Microsoft Office

Duties and Responsibilities:

Office Manager, Receptionist, Communication Coordinator, Building Coordinator, and other duties as assigned by the Pastor.

Daily Responsibilities:

- Assist the Pastor as requested.
- Greet and assist visitors to the church office.
- Receive incoming calls, answer questions and provide information whenever possible.
- Check and respond to church voicemail and email daily.
- Collect and distribute mail daily.
- Maintain the church calendar.
- Notify the pastor regarding members of the church or others who have reported illnesses, hospitalizations, births, deaths, etc.

Weekly Responsibilities:

- Submit weekly Vital Signs reports to the Dakotas Conference.
- Email Prayer Chain requests.
- Update and oversee digital sign messages.
- Prepare and send weekly digital announcement email.
- Coordinate requests for use of church facility.
- Email/text notices of meetings for church committees.
- Email/text volunteer reminders.
- Monitor and ensure that the website is updated and operational.
- Design slides for weekly worship presentation.
- Type, print, and fold weekly bulletins and bulletin inserts.
- Maintain and update church database.
- Maintain, update and report membership records.

Monthly/Occasional Responsibilities:

- Prepare certificates for baptism, wedding, confirmation, and new members
- Design and distribute monthly newsletter.
- Order all office supplies and various materials requested as needed.
- Ensure office equipment is in working order and oversee maintenance.
- Provide administrative and office support for other projects as assigned by the Pastor,

Annual Responsibilities:

- Create an annual church directory for distribution to all members
- Prepare Charge Conference and church statistical reports for the Dakotas Annual Conference in conjunction with the pastor or other staff members.
- Prepare other reports as directed