



Substitute Administrative Assistant

First United Methodist Church
Blair, Nebraska

JOB DESCRIPTION

Position Summary: To serve as a substitute secretary in the Church Office and assist the Senior Pastor with the overall administration of the church.

Church Office Hours: Monday to Thursday, 9:00 to 3:00

General Responsibilities:

Have proficiencies enough to fulfill duties performed by regular secretary in their absence. General office duties include but are not limited to:

1. Greets persons coming into the Church Office and assists them as needed.
2. Answers all incoming telephone calls.
3. Receives, sorts, and distributes all incoming mail and email.
4. Prepares and mails and emails routine correspondence.
5. Maintains the office files.
6. Maintains key cabinet.
7. Records all checks and cash that come in the mail or are brought in during office hours. Locks said items in appropriate money bags and church safe.
8. Coordinate all forms of communication to keep the church and community informed
9. Prepares, edits, and prints all bulletins and inserts.
10. Creates, edits, prints, and mails the Weekly Communique
11. Manage Church Website with pertinent information.
12. Manage postings on Facebook and other Social Media.
13. Completes other tasks assigned by the Senior Pastor.
14. Records weekly worship attendance in the membership program (Servant Keeper) and creates a visitor list for follow-up by NOW Committee and the Senior Pastor.
15. Is familiar with the *Personnel and Safety Policies* and abides by them.
16. Completes other tasks assigned by the Senior Pastor.

Meetings: Attends regular Staff Meetings.

Accountability: The Administrative Assistant is accountable to the Senior Pastor and the SPRC.