

Matthews United Methodist Church
Job Description
February 10, 2012

TITLE: Administrative & Communications Assistant

FLSA: Non-Exempt

EXPECTATION:

It is expected that each member of the MUMC staff will worship regularly; will attend to their spiritual growth through participation in a small study group or regular devotional time and through the discovery and employment of their spiritual gifts; will give regularly in support of ministry; will pray for the ministry and mission of MUMC.

PRIMARY FUNCTION:

Provides primary administrative support for Associate Pastor of Family Ministry/Missions and minimal administrative support for Director of Recreation Ministry. Provides timely and attractive church-wide publications; assists in staffing the church office during regular office hours.

SUPERVISION RECEIVED:

Works under the direction of the Executive Director of Operations.

SUPERVISION EXERCISED:

Works with volunteers as needed for special mailings and communication projects.

QUALIFICATIONS:

Education: 2 years of college in administrative and graphic arts or related field; or High School graduate with extensive publication and publishing software experience.

Experience: Preference will be shown to applicants with at least two years of experience in church publication and publishing software.

Skills: Detail oriented, creative and very well organized; strong written and verbal communication skills; displays flexibility; ability to work under time constraints; maintains confidentiality of sensitive information without exception.

Knowledge: Proficient in Microsoft Office programs and Adobe Photo Shop or PageMaker.

PERFORMANCE RESPONSIBILITIES:

1. Assists with developing and implementing the goals of the operations area in accordance with the mission and strategic objectives of MUMC.

2. Assists Associate Pastor of Family Ministry/Missions with administrative support as needed.
3. Preparation and distribution (including digital distribution) of weekly **Celebration** newsletter.
4. Work with the other members of the Communications Ministry Team to ensure MUMC website content is updated and attractive.
5. Assists with the development of consistent brochure shells for all church publications.
6. Assists Director of Recreation with minimal administrative duties, an average of five hours per week.
7. Member of the Communications Ministry Team; helps to generate and coordinate general church-wide communications.
8. Assists with reception and other general office duties as needed.
9. Attends staff and leadership meetings as required.

Note: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our mission to Reach, Teach and Serve in the name of Christ; therefore, an employee may be assigned other related projects by their supervisor, team leader, or the Staff-Parish Relations Committee as needed.

TERMS OF EMPLOYMENT:

At-Will; Regular; 30 hours per week; Monday-Friday

EVALUATION:

Performance will be formally reviewed annually. The review of this job description will be a part of the annual performance review.

Employee Date

Supervisor Date

Representative, Staff-Parish Relations Committee Date