

**Shiloh United Methodist Church**  
**Job Description**  
**May 2021**

**Position Title:** Administrative Assistant

**Position Role:** Part-time (15-20 hrs), Lay Employee

**Position Overview and Requirements**

The Administrative Assistant is primarily responsible for the weekly operations of the church, being the connection point for visitors, guests, members and other staff to the ministries and life of the church. This person should efficiently order the church office and maintain records, communicate proficiently, and confidently assist the pastor with his or her job. They must be attentive to the congregation's needs, hold confidences, be flexible, organized, friendly, and a problem-solver.

An ideal candidate must have proficiency in Microsoft Office (including Word, Excel and Power Point), MS Publisher (or similar tool), Google and other cloud platforms. Experience with website design and social media is a plus.

Position reports to the Lead Pastor and Staff-Parish Relations Committee.

**Main Responsibilities**

- Connecting with visitors and guests during “office hours”
- Assisting Pastor with church calendar, special projects, and ministry responsibilities
- Tracking and maintaining church records, including attendance, membership, District and Conference reports
- Ordering the church office, including keeping supplies, operation of office equipment, filing, etc.
- Responding to phone, email and mail correspondence, and regularly communicating to the congregation (various methods)
- Designing and printing weekly church bulletins, invitations, and handouts
- Creating and publishing monthly newsletters
- Helping ministry leaders with tasks and requests
- Supporting worship team with music, licensing and visuals

*This person does not have to be a member of the church. All Shiloh Staff are reviewed on job aptitude, work ethic, and communication skills, as well as upholding the staff values of being missionally focused, developing leaders, and growing spiritually.*