

Job Description – Church Secretary / Administrative Assistant

St. John's UCC of Burton is seeking an Administrative Assistant for an active church office.

Position Title: Administrative Assistant / General Secretary

Hours: Flexible, Currently mornings only

Pay Rate: Negotiable

Estimated Start Date: May 15, 2021

Overview:

- Must be a Christian demonstrate a real love and concern for all people.
- Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must have general knowledge of all office equipment and supplies and a willingness to further their training.
- Must show a willing attitude of Christian service to their position and its responsibility.
- Must possess good telephone and communication skills.
- Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.
- Must be an active member of a local church.

Responsibilities:

- Perform general office work under the supervision of the Pastor and cooperate with the other staff/church council.
- Keep church staff informed of member's need such as deaths, illness and other crises.
- Answer the phone and screen calls for staff per their direction.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.
- File sermons, reports, correspondence and other assigned materials.
- Exercise tact, courtesy, confidentiality and diplomacy in receiving callers, in person or by telephone; keep calendar of appointments.
- Transcribe dictation; type letters or other documents as needed; use word processing equipment as required.
- Edit and prepare weekly bulletins and other documents as requested.
- Make outgoing calls such as ordering materials or supplies; pick up supplies as needed.
- Prepare and maintain mailing lists and church roster, and keep accurate church records, (church members, prospects, calendar, etc.), working in cooperation with the church treasurers.
- Photocopy documents and assemble as needed, including monthly newsletter mailouts.
- If needed, assist with paying church bills, check writing, payroll, church bookkeeping and disbursement of church funds in cooperation with the church treasurer.
- Prepare Sunday School attendance sheets for each week.
- Scheduling and following church policy regarding building usage and key checkout.
- Perform other duties as assigned by the Pastor.

Qualifications/Experience:

- At least a high school diploma, some college preferred.
- Experience with Microsoft Office, including Word, Excel, PowerPoint, and ability to work with graphics.
- Basic accounting/bookkeeping procedures and good organizational skills.

Contact for Information:

- Darrin Holub, Pastor - 979/289-2485; 979/255-0256
- Dean Fuchs, Council President - 979/733-7376

To Apply:

- Email resume and completed application to stjohnsburton@gmail.com by April 30, 2021 or drop off resume and completed application at St. John's UCC, Burton by April 30, 2021.