

Job Description
Administrative Assistant

General Overview

The Administrative Assistant provides essential administrative support to staff and Dahlonega Methodist Church ministry leaders to enable effective, caring, and outreaching ministry to the church and community. Manages, provides direction, and maintains responsibility for all work of the Front Desk Administrative Assistant.

Accountability

Reports to: Senior Pastor and Staff Parish Relations Committee

Status

Full-time (40 hours/week: Monday-Friday); Exempt (\$36,000 to \$40,000 annual salary depending on experience); Benefits include Health Insurance, Retirement Contribution Plan, and Paid Time Off.

Qualifications

Heart for support ministry to serve God by serving others.

Christian Baptism and/or Confirmation.

Safe Sanctuaries Compliance.

Excellent interpersonal and organizational skills.

Highly confidential.

Intermediate skills with Microsoft Office including Word, Excel, Power Point, and Outlook and with desktop publishing software.

Minimum 2 years office experience (church experience preferred).

Minimum GED Education (bachelor's degree preferred).

Specific Responsibilities

Communication

- Oversee the production, publishing, and disbursement of the weekly Sunday Bulletin, the monthly Prospector, publications for special services, and Bible Study and Class brochures.
- Maintain the church website.
- Coordinate verbal and display announcements with the worship communications team.
- Disburse periodic information to the congregation using mass email.

Church Management Program and Reporting

- Maintain the church management database with a high level of working knowledge of the database software to update records and produce reports.

Facility Calendar and Schedule

- Maintain the church calendar including which areas of the facility are scheduled for use.
- Maintain the door-access, camera, and motion alarm systems according to the church calendar for worship and events and act as the church's point-of-contact with system support vendors.

Dahlonega Methodist Church
PO Box 455, Dahlonega, GA 30533 * www.dahmc.org

Ministry Support

- Assist the Senior Pastor with his ministry schedule and calendar.
- Assist the Associate Pastor with various needs.
- Provide administrative support for staff and ministry leaders.
- Coordinate prayer ministry requests for effective, highly confidential communication with intercessory prayer team.
- Coordinate the Facility & Wedding guidelines and processes with the church's ministry leaders and community.
- Act as meeting secretary at Administrative Board meetings including taking minutes and organizing agendas.

General Office

- Retrieve and distribute mail.
- Maintain office and church supply inventory and equipment.
- Coordinate schedules and work of administrative volunteers.

Meeting attendance mandatory at meetings of Administrative Board and Staff.

Other responsibilities as assigned.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee and the environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate objects or controls. The employee is regularly required to sit, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close and distant vision, and the ability to adjust focus.