

JOB DESCRIPTION EXECUTIVE ASSISTANT

As of March 2022

First United Methodist Church of Dothan, Alabama

Date: March 2022

Full-time Hourly Non-Exempt Position with Benefits, 40 hours/week (Monday-Thursday 7:30-5:30 & Friday 7:30-11:30)

Reports to: Senior Pastor

Main Function: The primary responsibility for The Executive Assistant is to make disciples of Jesus Christ for the transformation of the world. As a committed follower of Jesus Christ and spiritual leader, the Assistant will serve God faithfully as part of the FUMC staff while assisting both the Senior Pastor and Communications Ministry. The Assistant should use his/her spiritual gifts, education, and experiences to work in union with the office staff to lead in creative ways which encourages the church to grow beyond its existing ministries.

Qualifications:

- Proficient in MS Office Suite (Outlook, Word, Excel, Publisher, Power Point)
 - Preferred experience with Adobe Creative Suite (Photoshop/InDesign) & email marketing software (Constant Contact)
 - Preferred experience in print/digital communications with graphic design
 - Experience in (or interest in learning) online media – website, registrations, social media, & Zoom
 - Discernment, confidentiality, strong time management skills, excellent written & verbal skills
 - Energetic self-starter with a strong work ethic, attention to detail, team orientation and commitment to high quality
- Familiar with (or willing to learn) the workings of The United Methodist Church

Principal Duties to Assist the Senior Pastor:

- Coordinate meetings, appointments, correspondences, and other engagements for the Senior Pastor
 - Responsible for the flow of office traffic & phone calls into the Senior Pastor's office
 - Coordinate and serve as point of contact for all aspects of baptisms, weddings, and funerals
 - Provide support to the Senior Pastor and Executive Pastor in the annual process of elected leadership
 - Prepare periodic worship and guest reports to include evaluative metrics like statistics
 - Organize, prepare, and submit annual United Methodist paperwork
 - Active participation in ongoing and scheduled meetings
 - Periodically attend and take minutes for committee meetings
 - Serve as the staff liaison for the altar & flower guilds and Walton Memorial Garden
 - Be available to staff and church members by maintaining regular office hours as well as returning phone calls & emails
- Other opportunities that may be assigned by the Office Manager, Director of Communications, or Senior Pastor

Principal Duties to Assist in Communications Ministry

- Responsible for the church's print publications to connect & communicate with both the church & the community
- Responsible for planning, organizing, producing, and mailing the newsletter
- Responsible for printing and assembling employee packets for new staff members
- Available to help in the church office as needed by the office manager
- Copy Chancel Choir music each week

Manage content submission deadlines and reach out to staff to gather information as necessary

Staff Expectations and Working Environment:

The Executive Assistant, along with all employees of First United Methodist Church, is expected to (1) behave in such a way to bring honor to Christ and church, (2) be supportive of The United Methodist Church, and (3) participate as a team player with the rest of the church staff.

Employee Signature: _____

Date: _____

Senior Pastor Signature: _____

Date: _____