



Administrative Assistance

Status: Part-Time, Hourly

Job Description

Mission, Vision, and Core Values of Oak Grove UMC

Oak Grove United Methodist Church exists to worship God and to make Disciples of Jesus Christ for the transformation of the world. We seek to do this by living into our vision *to be the body of Christ in our community by connecting with God, growing in discipleship, and serving the world*. Our core values are Connect, Grow, and Serve. Throughout scripture we see that as people connect with God, they grow in their faith and go out to serve the world.

As we worship God, connect with each other, grow in our faith, and serve one another we are fulfilling the greatest commandment to love God and love neighbor. As we love God and neighbor, we are sharing our faith and nurturing hope in the world.

About This Role

The role of the Administrative Assistant is to support administrative tasks in the church office and provide a welcoming, positive, and confidential environment for all visitors. This position handles many aspects of behind-the-scenes communication, administration, and logistical duties to support the church.

Primary Responsibilities and Tasks of the Administrative Assistant

1. Perform office management tasks such as maintaining office supplies, files, etc.
2. Provide administrative support to the Lead Pastor and other staff members and ministry leaders as needed.
3. Create a welcoming environment while performing tasks including receiving guests, scheduling meetings, and responding to voicemails, emails, etc.
4. Coordinate and maintain the church calendar to ensure facilities are used efficiently.
5. Work with the technology ministry team to ensure accuracy on the church website and ensure updates are regularly made.
6. Work with Church Administrator and volunteers to maintain attendance records (for attendance, membership, etc.) using the church database software and provide weekly reports to the Lead Pastor and church leadership.
7. Strategically communicate key events and information to the church by producing the weekly bulletin, eNews, and other printed communication and managing registration for events.
8. Post church events and photographs to Oak Grove social media accounts.
9. Answering, screening, and routing all phone calls to the appropriate staff member.
10. Reconcile the staff credit cards monthly.

Strengths & Skillset

1. Exhibits professionalism, conscientious work ethic, teaching ability, and accountability.
2. Able to exercise discernment and wise judgement.
3. Strong attention to detail and an eye for excellence.
4. A self-starter who is good at multi-tasking and prioritizing projects.
5. Strong administrative skills and ability to work independently without supervision.
6. Able to work at a fast pace, in a variety of settings and circumstances, with composure and flexibility.

Your Team

This position reports to the Lead Pastor.

This position works closely with all church office staff and office volunteers.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at Oak Grove.

- Maintain God centered priorities in your life by putting Jesus Christ first, your family second, and the ministry third.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Be loyal to the vision and staff of Oak Grove and encourage unity within the staff, congregation, and school.

Your Schedule

This is a part-time, hourly position working in the church office Monday – Friday from noon to 4pm.