

Smithville United Methodist Church, located in the heart of Wayne County, is currently looking for an Administrative Assistant. Our beloved admin is retiring at the end of June. We are accepting applications through April 30, interviews by May 30, will be hiring by middle June so the new Admin can be trained. This is a part time position (20hrs/week at \$15,800 salary with 3 weeks off). We are open to be flexible on hours that are from home and in the office.

We are looking for someone who is friendly and comfortable with communication (by phone, computer, and in person). The applicant must also be able to keep confidentiality as they communicate various prayer requests and church business. We are looking for someone who is comfortable using (or learning) various computer programs (like Microsoft word, Publisher, Church Windows, excel, emails).

#### List of expected duties-

1. Enter Special Services, Sunday morning & night attendance in the Church Windows program;
2. Prepare bulletins and announcement sheets for Sunday morning;
3. Prepare & hang event posters in Church & throughout Smithville;
4. Publicity...email monthly events;
5. Contact persons to be liturgists for the 9:30 a.m. service;
6. Prepare inserts to put in the bulletin;
7. Publish, assemble & email the monthly newsletter;
8. Order materials for the Church and Office supplies as needed;
9. Organize and schedule events keeping Official Church Calendar updated;
10. Give tours of Church Facilities for those looking at using the Church for a wedding or reception;
11. Email Charge/Church Conference and End of Year reports;
12. Prepare the Church Directory;
13. Answer phone and take messages;
14. Email reminder to notify committee members of upcoming meetings;
15. Pick up and sort mail;
16. Assist the Pastor as needed;
17. Assist the Ministry Coordinator as needed;
18. Assist the Christian Education Chair as needed;

19. Assist the Trustees as needed;
20. Maintain neat and current filing system;
21. Record deaths, baptisms, transfers, etc. of members in Church Windows and in Church book;
22. Keep Welcome Center neat and supplied with up-to-date materials (i.e. Newsletter, Daily Bread, Upper Room);
23. Collect Visa receipts from other employees using the credit card then when the visa bill comes in the mail match up and account for each item, labeling them with Budget account numbers and return to Church Treasurer;
24. Organize and restock pews in the Sanctuary with envelopes and welcome cards on Monday each week;
25. Compile sign up Sheets, record, & email proper persons results;
26. Update & print weekly attendance sheet or construct pew pads as needed
27. Change outside sign as needed;
28. Other duties as assigned.

Please send a one page cover letter and resume to [smithvilleum@gmail.com](mailto:smithvilleum@gmail.com).