

Administrative Assistant

The Administrative Assistant is the primary initial contact for Foundry United Methodist Church with the public. The Administrative Assistant ensures that phones are answered, church members and visitors are greeted, meeting/event participants are directed to their destination, and monitoring of those who enter and exit the facilities is provided.

In addition, the Administrative Assistant provides direct assistance to the Associate Pastor/ Chief Programs Officer in terms of handling communications - preparing emails, correspondence, and notes; arranging meetings and conference calls; and coordinating calendar events.

This position is a part-time position.

Base Hours: Monday – Thursday 10 AM to 4 PM

Hourly Rate: \$11-\$14

Benefits: Paid sick time and vacation time; pension opportunities after one year

To apply:

Send resume and cover letter to Kirsten Pelton, Director of Support Services at kpelton@foundryumc.org.

No phone calls please.

Application deadline: February 1, 2012

Job Description
Administrative Assistant

Reports to: Director of Support Services

Directly Supervises:

Status: Part-Time

Date Prepared: 3/1/2011

FLSA: Non-Exempt

Last Date Revised: 1/1/2012

The Administrative Assistant is the primary initial contact for Foundry United Methodist Church with the public. The Administrative Assistant ensures that phones are answered, church members and visitors are greeted, meeting/event participants are directed to their destination, and monitoring of those who enter and exit the facilities is provided.

In addition, the Administrative Assistant provides direct assistance to the Associate Pastor/ Chief Programs Officer.

Essential Functions

- Provide administrative support to Associate Pastor by handling communications - preparing emails, correspondence, and notes; arranging meetings and conference calls; coordinating calendar events; and other duties as assigned.
- Contribute to the creation of a welcoming and professional atmosphere for staff, constituents, and visitors.
- Demonstrate a full understanding of all events and activities of Foundry Church in order to clearly relay to those inquiring.
- Manage all incoming phone calls, problem solving inquiries, and forwarding messages to staff when appropriate.
- Process and secure receipts and other donations that are brought directly to the church office while abiding to strict guidelines for financial management.
- Monitor occupancy of the facilities and assist those in need.
- Assist Director of Support Services in support of facilities operations, managing vendors/service personnel, and publication production.
- Provide assistance for weekly and occasional administrative task.

Other Responsibilities

- Participate in admin and full staff team meetings, staff trainings/retreats, and team building opportunities.

Qualifications

- College Degree and/or 3 – 5 years Experience in relevant field
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications (specifically Word, PowerPoint, Excel, and desktop Publishing)
- Knowledge of customer service principles and practices
- Keyboard skills

Physical Requirements

- Frequently required to stand and walk.
- Regularly required to sit; to use hands to handle or feel; to reach with hands and arms; to talk or hear.

- Occasionally required to climb, stoop, kneel, or crouch.
- Frequently lift and/or move up to 10 lbs and occasionally lift and/or move up to 30 lbs.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus.

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the ministry, mission, goals and Statement of Call of Foundry United Methodist Church.
- **Interpersonal Skills:**
 - Display a level of maturity which will ensure that appropriate boundaries are in place and that he/she will adhere to principles of staff covenant with specific attention to honoring privacy, and confidentiality of both staff and congregation, and abiding by Safe Sanctuary policies as applicable and necessary.
 - Exemplify a commitment to diversity and inclusion in all areas of the workplace.
 - Demonstrate a positive, engaging, and respectful attitude at all times.
 - Demonstrate a willingness to accept additional responsibilities and duties.
- **Team Building Skills:** Participate in staff meetings and team planning activities.
- **Organization Skills:** Demonstrate the ability to:
 - Highly organized - Focus, prioritize, schedule and manage multiple projects and tasks.
 - Develop and complete short-term and long-term goals and action plans that are aligned with overall goals of the church.
 - Meet commitments on time.
 - Communicates effectively in written and spoken communication.
- **Technical Skills:** Possess the ability and willingness to:
 - Operate common office equipment.
 - Understand as well as be able to implement and convey essential computer programs.
 - Learn new programs/equipment and recommend appropriate processes.
- **Spiritual Maturity:** Attentive to personal spiritual development, discipline, and growth.