

# FIRST UNITED METHODIST CHURCH – ROCHESTER, NH

## Administrative Assistant

**Reports to:** Pastor

**General Responsibilities may include but are not limited to:**

- direct and coordinate the church office as a center of communication, information, record keeping, and scheduling
- serve the pastor as Administrative Assistant and Confidential Secretary
- answer phones, greet visitors and assist in resolving questions and/or concerns, with assistance from volunteers
- organize, edit, type, duplicate and other pertinent tasks needed to produce weekly bulletins, with help from the Pastor and Music Director
- organize, edit, type, duplicate and other pertinent tasks needed to produce wedding and memorial service bulletins as required, with help from staff
- organize, edit, type, duplicate, mail and other pertinent tasks needed to produce a monthly newsletter, with help from volunteers
- prepare correspondence for the Pastor
- maintain church files
- maintain and operate office equipment, including computers, accessories, copiers and communication systems; provide recommendations to Trustees for defective or obsolete equipment
- propose and monitor office budget for supplies
- compile data for annual statistical reports and submit required reports in a timely manner
- network with Social Services and/or community organizations

**Work Hours:** The hours of work will be 20 hours a week with required office hours from 9:00 a.m. to 1:00 p.m. Any work to be performed outside of these hours will be done with the approval of the Pastor.

Revised 5/16/17, pending approval by the FUMC Administrative Council