

Draft Job Description
University Mennonite Church
Administrative Assistant

Perform various administrative duties for the church including:

- Assist pastor and leadership team with miscellaneous administrative tasks including typing and copying.
- Publish weekly worship bulletins - Type bulletins from information provided by worship team; make the appropriate number of copies and deliver to church; email bulletin to sharing list and Allegheny Conference office; upload bulletin to website.
- Maintain Google Groups for email distribution (general umc sharing list, leadership team, elders) - Add and delete individuals to lists and update email addresses as needed.
- Maintain online church directory - add and update directory information for individuals and families and needed.
- Maintain online calendar - Keep church Google calendar up-to-date by adding and modifying calendar entries.
- Check church postal mail at least three times per week and distribute to appropriate mailboxes.
- Maintain door building door signs - Occasionally update signs as needed.
- Maintain photo bulletin board - Keep photo bulletin board up-to-date by adding and changing pictures.
- Perform web site updates, including publishing sermon texts, weekly worship bulletins, and other updates.
- Maintain church membership roles

Additional duties could be performed based on the skills of the administrative assistant and needs of the church community.

Requirements: Job requires reasonable typing skills; general computer knowledge and ability to update various online applications (Google Groups, Google Calendar, Instant Church Directory (web based application), and WordPress website); access to a personal computer. Training will be provided.

Flexible hours with most work performed remotely with some regular visits to the church.

Estimated Time Required: up to 5 hours per week

Hourly Pay: \$20 per hour, paid monthly (up to approximately \$5,200 annually)