

TRINITY UNITED METHODIST CHURCH
TALLAHASSEE, FLORIDA

ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

Position Title: Administrative Assistant
Functional Classification: Professional Staff
Responsible to: Church Operations Administrator
Full-time or Part-time: Full-time

Our Mission

Because of God's love for us through Jesus Christ, we exist to worship, grow and serve. Together we seek to realize our mission through our Core Values: Faith, Worship, Love, Service, and Community.

Our Vision

Trinity United Methodist Church will be a diverse Christian community shining as a beacon of God's love and actively engage as the heart, hands, and feet of Christ in the world.

RESPONSIBILITIES:

The Administrative Assistant plays a crucial role in creating a positive and welcoming environment for staff, church members, and guests. This role is responsible for the day to day office operations and works with the Minister of Pastoral Care to assist with ongoing congregational care. The Administrative Assistant also supports the Church Operations Administrator to ensure smooth and organized church operations.

SPECIFIC AREAS OF RESPONSIBILITY:

Church Office

1. Responsible for the day to day operations of the church office including answering incoming calls, monitoring Welcome Center door, and receiving/distributing daily mail during office hours.
2. Responsible for keeping inventory of office supplies and ordering as needed.
3. Coordinate office volunteers when needed.
4. Train staff and volunteers along with Church Operations Administrator on use of office equipment.
5. Serve as backup to the Director of Communications for developing the weekly bulletin.
6. Maintain membership database (address changes, membership change, births, deaths, etc.)
7. Gather visitor information and send welcome letters weekly.

Congregational Care Support

1. Work with Minister of Pastoral Care to maintain the congregational care board.
2. Take prayer quilt requests and make necessary arrangements with the Minister of Pastoral Care.
3. Take prayer requests by phone or email.
4. Communicate with Pastors on Trinity membership/attendee changes (births, deaths, sickness, etc.).
5. Maintain Altar Flower calendar and communicate effectively with the Altar Guild.
6. Responsible for tracking nametag requests and making necessary arrangements for completion.
7. Uphold a standard of confidentiality in handling congregational and pastoral matters.

Assistant to Operations Administrator

1. Assist Operations Administrator with administrative tasks including but not limited to, preparing meeting packets, maintenance of calendars, wedding/funeral/baptism support, and monthly credit card reports.

DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

- Positive and collaborative approach to working on a team
- Strong organizational skills
- Excellent verbal and written communication skills
- Proficiency in office software (database experience preferred)
- Bachelor's degree or two years of administrative experience preferred