



WRIGHTSVILLE
UNITED METHODIST CHURCH

Administrative Assistant

Purpose: The Administrative Assistant will perform office administrative duties supporting the Wrightsville UMC Staff and Ministry Team Leaders in order to provide for the ministries and events of the church and further the vision of Wrightsville UMC.

General job description and expectations for all Wrightsville UMC staff members:

Make disciples of Jesus Christ in one's area of ministry

Work together as a team with other staff members, committees, and lay servants/volunteers

Abide by and enforce the Safe Sanctuaries policies of the church

Reports to: Executive Director

Primary Duties and Responsibilities:

Greet visitors, answer phones and check voicemail or arrange for a volunteer to do so

Manage access to our facility by monitoring the front entrance and buzzing in approved visitors

Direct inquiries and information to the appropriate Staff Member or handle appropriately

Email correspondence

Compile weekly prayer list from Prayer Request cards and other correspondence and calls

Maintain the Church calendar by receiving requests and assigning rooms

Notify the appropriate Staff Member or Ministry Team Leader of the room assignment as well as the Director of Communications so that all appropriate calendars remain accurate

Be available to assist Staff and Ministry Team Leaders with various administrative tasks - such as making copies or mailings, distributing key fobs, collecting service opportunity forms and poinsettia dedications, purchasing, etc.

Maintain Church census records

Manage day to day copier operations and maintain supplies(toner, paper, etc)

Manage church phones as pertains to problems, concerns, or training

Order and maintain inventory of 5 gallon water jugs used at all three locations

Prepare correspondence (letters, reports, minutes, church calendar, promotional materials) and any other materials requested by the Staff such as letters of transfer, committee assignment/rotation letters, thank you notes and family notification of Memorial Gifts, etc.

Create, publish and distribute schedules for various ministries such as Ushers, Greeters, Fellowship Hosts, etc.

Proof publications as requested

Assist with reminder communications for various ministries of the church such as Fellowship, etc.

Manage file and correspondence for outside groups requiring a "Facilities Use Request" coordinating with the Board of Trustees as directed by the process.

Handle New Member communications and maintain the New Member bulletin board

Maintain Baptism bulletin board

Order and maintain office supplies in support of church staff and associated ministries

Use postage machine to put postage on outgoing mail and deliver it to the Post Office

Assist in keeping front office area neat and organized so that files and supplies are able to be obtained as required

Attend meetings as directed

Submit expense vouchers for all expenditures in a timely manner

Other tasks assigned by the senior pastor which are needed to fulfill the church's goals and advance the work of the Kingdom of God

Hours: Part Time; Mon-Thur, 8:30-2:30

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Wrightsville UMC Leadership reserves the right to revise the position, its job functions, and other aspects of the position in any way at any time.

Interested applicants should submit their resume to: Wrightsville UMC Staff Parish Relations Committee Chair

sprc@wrightsvilleumc.org

6/9/26