

Please send your Resume to:

drbill@centralumcmonroe.org

centraladmin@centralumcmonroe.org

Administrative Assistant Position

Central United Methodist Church is seeking an Administrative Assistant to support the Senior Pastor and the administrative needs of our church. Reporting directly to the Senior Pastor, the Administrative Assistant provides support in a one-on-one working relationship. The Administrative Assistant serves as the primary point of contact for internal and external matters pertaining to the office of the Senior Pastor.

Responsibilities:

- Correspond via email with pastors, staff and congregation
- Manage all written communications (Weekly & Monthly Newsletters, Bulk Mailings, pastoral letters, etc.)
- Manage electronic communications (Email Newsletters, Email Blasts, Subsplash, etc.)
- Manage church calendar, facilities usage, event calendar
- Maintain membership database
- Professionally answer phone calls
- Clerical and administrative duties, as required

Skills:

- Excellent time management and ability to prioritize work
- Attention to detail and problem-solving
- Strong organizational skills with the ability to multi-task
- Ability to exercise good judgment in a variety of situations
- Strong written and verbal communication skills
- Ability to work with a team but also independently on projects from conception to completion
- Must be able to work under pressure at times and handle confidential matters with discretion
- Advanced technology skills: Windows/Mac operating systems, desktop publishing, word processing, spreadsheets, presentation software, mobile communications OS, membership database software, Zoom, and other office technologies.

Schedule:

- Monday to Thursday
- 32 hours per week

Education/Experience:

- High school diploma or equivalent (required)
- Associate's degree (preferred)
- Prefer three (3) years of previous experience working in a church office or business environment

Work Location: In person

Address: Central United Methodist Church 801 S. Hayne St, Monroe, NC 28112