

**Administrative Assistant
Part Time Hourly
Troy United Methodist Church**

www.troyumc.org

Revised August 19, 2020

Primary Purpose: To provide administrative support to strategically fulfill our mission of inviting people on a journey with Jesus.

Personal Responsibility: To model the life of a growing follower of Jesus (in accordance with Troy UMC's membership covenant) that positively represents Jesus, Troy UMC, and the broader United Methodist Church.

Professional Responsibility: To support the staff through various office and administrative tasks to carry out the mission of Troy United Methodist Church.

Primary Competencies: Experience with technology and general computer aptitude (such as Office 365, Google forms, Planning Center, REALM database, Constant Contact); Attention to detail; Basic bookkeeping skills; Desire to help and support other staff; Warm personality

Primary Responsibilities:

➤ **Office Support**

- Answer phone and door
- Printing/copying materials – newsletters, bulletins, etc
- Routine email communications – prayer lists, schedules
- Credit Card and check book reconciliations
- Information database entry
- Office supply orders
- Calendar scheduling

Because of the nature and overall importance of this position, it can be expected that tasks or projects not included in this job description will likely arise and be assigned to you by your supervisor.

Supervision: The Administrative Assistant reports to the Office Manager and is accountable to the Staff-Parish Team.

Time Commitment: Part time hourly (15-22.5 hours including Tuesdays 8am-4:30pm and some or all of Wednesdays and/or Thursdays)

To Apply: Send a cover letter, resume and any inquiries to jobs@troyumc.org