



JOB ANNOUNCEMENT

Church Office Assistant

**Emory United Methodist Church
6100 Georgia Avenue, NW
Washington, D.C. 20011**

GENERAL RESPONSIBILITIES:

The Emory Fellowship (a United Methodist congregation) is seeking a part-time Church Office Assistant, who will be responsible for providing clerical support to the Lead Pastor and Church Executive Director and is located in the Emory Fellowship administrative office. The position requires strong attention to detail, the capability to communicate well with members of the Emory congregation and an ability to stay organized.

ACCOUNTABILITY AND REPORTING RELATIONSHIPS:

This position reports to the Executive Director of the Emory Fellowship.

KEY RESPONSIBILITIES:

The Church Office Assistant handles a wide range of office tasks, from filing to answering phones to responding to emails, and also acts as a liaison between the individual church ministries, the congregation, general public and the church's administrative branch. Specific duties include:

- Answers phone calls in the church office.
- Completes administrative and technical operational tasks as necessary, including office automation, photocopying and filing (both hard copy and electronic files)
- Reads and responds to emails.
- Welcomes visitors, addresses questions, and assists them with any problems.
- Refers visitors and church members to pastors or other church staff when necessary.
- Assists in planning church events.
- Creates, updates, and helps distribute church event calendar.
- Distributes mail that is delivered to church office to the proper employees.
- Acts as liaison to other volunteer organizations and church-affiliated committees.
- Maintains all church records, such as information regarding baptisms and marriages.
- Schedules meetings for church office employees.
- Attends various ministry and committee meetings, takes minutes, and distributes minutes to the proper channels.

- Assists in writing, editing, printing, and distributing church materials on an as needed basis.
- Arranges details for weddings, funerals, baptisms, and any other events that require the use of the church itself.
- Assists in hiring and scheduling, church volunteers, or student workers in the congregation.
- Maintains the in-office calendar and keeps staff up-to-date on upcoming meetings and events.
- Assists Executive Director and Finance Committee Chair in preparing payroll information, distributing checks, and maintaining office financial records.
- Sends out church mailings.
- Orders office supplies when necessary.
- Keeps office clean and orderly.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates the ability to clearly and effectively communicate information to congregation members and visitors.
- Demonstrates patience and understanding when dealing with confused, grieving, or difficult visitors to the office.
- Is friendly and courteous, and works well with a wide range of different personalities.
- Possesses knowledge of publishing, word processing, and financial computer software, including Word, Excel, WordPress, Quicken, and Adobe.
- Exhibits strong organizational skills.
- Pays close attention to detail.
- Demonstrates familiarity with website building and html.
- Is capable of efficiently multitasking on a regular basis.
- Has the ability to think creatively, for purposes of designing the website and other widely distributed church materials.

EDUCATION AND EXPERIENCE:

- Minimum of high school diploma required.
- Associates or Bachelor's degree recommended.
- Basic office work experience required.

TIME REQUIRED TO FULFILL THESE RESPONSIBILITIES:

- 30 hours per week with occasional evenings and/or Saturdays for special events.

Please submit your resume and/or any questions to recruitment@emoryfellowship.org.

For more information on The Emory Fellowship, visit www.emoryfellowship.org.

Please contact the Emory Fellowship at (202) 723-3130 if you have problems submitting your resume.