

Johnstown United Methodist Church

Position:

Executive Assistant

Immediate Supervisor: Senior Pastor

Approximate Schedule: 8:00 am—12:00 pm (Tuesday, Wednesday, Thursday)

Minimum Requirements:

- Ability to maintain strict confidentiality.
- Caring and positive attitude with staff, church members, and general public.
- Relevant experience with a business or church office; demonstrated ability to organize administrative functions in a complex environment.
- Relevant experience maintaining social media in multiple forms.
- Willingness to learn/train to gain proficiency in necessary tasks.

Preferred Skills:

- Proficiency with Microsoft Office Suite.
- Experience with Presentation Software (PowerPoint, Keynote, etc.).
- Experience with Social Media platforms (Facebook, Twitter, etc.).
- Experience with website management and maintenance.
- Experience with individual and group communication methods (e-mail, text, phone, etc.).

Duties and Responsibilities—WEEKLY:

- Review and respond appropriately to office mail, email, and telephone messages.
- Prepare and produce Bulletin for Worship Service(s).
- Prepare and produce Binder for Liturgist use during Worship Service(s).
- Prepare Slide Show for Worship Service(s), and weekly announcements.
- Prepare and produce materials for Media Team/musicians.
- Regular reporting of Worship Data to the West Ohio Annual Conference.
- Assist Senior Pastor with preparations for Wednesday morning Eucharist Service.
- Other duties deemed necessary.

Duties and Responsibilities—MONTHLY:

- Assist the Senior Pastor with Congregational Communications and email, including Pastoral Letters, and Birthday/Anniversary Cards.
- Prepare and distribute (as needed) Church newsletter.
- Maintain and update Church Directory.
- Other duties deemed necessary.

Duties and Responsibilities—ONGOING:

- Maintain and update Church Activities calendar.
 - Maintain and manage the Church website, social media, and digital media.
 - Maintain Worship Data records for Pastoral use.
 - Maintain and preserve appropriate documents with Church filing system.
 - Add, remove, and update announcements for the Church Sign (Digital).
 - Assist the Senior Pastor in preparing for Special Services (i.e. Baptism, funeral, wedding, etc.).
 - Assist Senior Pastor in acknowledging donors of Memorial Gifts.
 - Assist Senior Pastor to maintain Visitation Calendar/Schedule.
 - Alert Senior Pastor (and/or Committee Chairs) of any communication requiring attention.
 - Support Senior Pastor, staff, and volunteers by completing administrative tasks.
 - Answer and respond to telephone calls, email, and postal mail in a timely manner.
 - Other duties deemed necessary.
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Potential candidates may submit a brief letter of interest and resume to:

Email: jumcoffice159@gmail.com

Address: Johnstown UMC
c/o Pastor Matt or Jeff Barr
159 S. Main Street
Johnstown, OH 43031

Telephone: (740) 967-6691