JOB DESCRIPTION

Title: Administrative Assistant & Communications Coordinator

Effective Date: 12/18/2025

FUNCTION

The Administrative Assistant & Communications Coordinator supports the pastor and church leadership in ministry-related administrative tasks as well as coordinates the church's digital presence including social media and website.

The person in this role will have Safe Sanctuary clearance completed every 5 years.

The Administrative Assistant reports to the Pastor or, when the Pastor is not available, the SPRC Chair.

QUALIFICATIONS

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or equivalent software
- Strong written and verbal communication skills
- Attention to detail with ability to produce accurate, professional work
- Welcoming and cordial demeanor with visitors and callers
- Working knowledge of website content management systems and basic web development
- Experience with social media platforms (Facebook, Instagram, etc.) and digital communication tools
- Ability to maintain strict confidentiality appropriate to the position
- Basic understanding of or willingness to learn United Methodist polity and practices
- Self-motivated with ability to manage multiple tasks and deadlines

COMPENSATION AND BENEFITS

Hours: Part-time position, approximately 12-15 hours per week

- Tuesday through Thursday: 9AM – 1PM (schedule may be adjusted as needed)
- Additional hours as required for newsletter bulk mailing and special projects

Wages: Hourly rate established and reviewed annually by SPRC

Payment Schedule: Bi-weekly

Employment Benefits: Medical insurance, life insurance, pension, and holidays are not currently included in the employment agreement.

Vacation: After six months of service, one week of paid vacation will be made available. Upon the first anniversary, two weeks of paid vacation will be available each year. Future vacation negotiable with SPRC at time of evaluation.

ESSENTIAL RESPONSIBILITIES

I. ADMINISTRATIVE SUPPORT

a. Provide clerical support to the pastor and church committees
b. Maintain organized office files and computer databases
c. Order and manage office supplies inventory
d. Oversee proper use and maintenance of office equipment
e. Track attendance in worship and other church activities
f. Submit weekly online Vital Signs reports
g. Maintain official membership information, communicating updates to the Finance Secretary and Undershepherds Chair
h. Record memorial fund contributions and send acknowledgement letters
i. Process applications to the Brotherhood Fund
j. Track inventory and sales records of grocery cards
k. Assist the pastor in preparing the annual Church Conference and Statistical reports
l. Track compliance of staff and volunteers Safe Sanctuary credentialing
m. Order Christian education materials in coordination with Sunday school staff
n. Maintain record of church key distribution

II. WORSHIP

a. Produce bulletins for weekly worship and special occasions, such as weddings and funerals, including order of worship and announcements
b. Provide order of worship and Scripture readings to lay readers
c. Create PowerPoint presentations based on order of worship
d. Coordinate with AV staff regarding technical requirements
e. Coordinate follow-up with new visitors

III. COMMUNICATIONS

a. Respond to telephone calls/messages, email, and correspondence addressed to the church and share with the appropriate staff/leadership
b. Develop multiple formats to communicate events on the church calendar
c. Coordinate/track church facility usage
d. Oversee the development and distribution of a monthly newsletter
e. Develop promotional materials for church programs and coordinate appropriate distribution
f. Send meeting reminders to staff and committee members

IV. DIGITAL PRESENCE

a. Oversee that the church website remains current with accurate information

b. Schedule regular updates to the church's social media (including Facebook) with engaging content, including promotion of church activities

EVALUATION

The Staff Pastor/Parish Relations Committee will conduct an annual evaluation of the administrative assistant's job performance. For a new employee, evaluations will be conducted after the first 6 weeks of employment and then two additional times during the first year.

TERMINATION OF EMPLOYMENT

The Administrative Assistant must provide 30-day written notice to the Pastor and SPRC chair when requesting to terminate employment.

DISCLAIMER CLAUSE

Notwithstanding the connectional relationship between the Susquehanna Pennsylvania Conference of the United Methodist Church and local churches or charges, it is Conference policy that all matters dealing with the hiring, firing, and/or supervision of any non-appointed employee by a local church or charge shall be left entirely to the local church or charge and the employee to negotiate. The employment of such persons shall place no additional liability upon the Susquehanna Pennsylvania Conference except for ordained clergy, diaconal ministers, and laypersons enrolled in the denominational pension plan. Each local church or charge shall include in its job description a reference to this policy. All job descriptions shall be reviewed by the appropriate District Superintendent to ensure this policy is included.

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Pastor's Signature Date

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SPRC Chair's Signature Date