

Simi Valley United Methodist Church
2394 Erringer Rd. - Simi Valley, CA 93065
Telephone: (805) 526-6231 - Web: simivalleyumc.org
Job Contact: SimiUMCjobinquiry@gmail.com

POSITION: *ADMINISTRATIVE ASSISTANT*

EMPLOYER: Simi Valley United Methodist Church (SVUMC) is a mid-sized, mainline Protestant church. We are a church for all God's people and are diverse in our age, our experiences, our cultural backgrounds, and our theologies. We are seeking a full-time, waged employee to serve as our Administrative Secretary. Our office staff is kind, close, and quick to share loads as demand requires.

DESCRIPTION OF BASIC FUNCTIONS

1. Under direction, and at own initiative, perform skilled secretarial work and assistance for the pastors.
2. Supervise other office staff personnel.
3. Supervise volunteer workers who may be untrained, or have broad, and sometimes very specific skills.
4. To perform any other normal office procedures as required.

EXAMPLES OF DUTIES

1. Under direction, coordinates internal administrative activities of Pastor and Associate Pastor.
2. Secures, trains, schedules, assigns, and supervise activities of front office assistant and volunteers.
3. Makes appointments.
4. Schedules room reservations (intra-office).
5. Schedules room reservations for Use of Facility in other areas of church complex.
6. Establishes and maintains master calendar.
7. Composes correspondence.
8. Maintains confidentiality of relationships, conversations and records.
9. Participates in and contributes to staff meetings.
10. Types from rough draft and reproduces a variety of materials.
11. Types and reproduces Orders of Worship and The Herald (semi-monthly newsletter) and the monthly church calendar.
12. Routes and responds to church email.
13. Sends weekly emails to congregation for prayer requests and news.
14. Updates and posts the church website.
15. Maintains accurate membership records through church database.
16. Processes bills for approval by Lead Pastor.
17. Orders supplies.
18. Maintains alphabetical filing system.
19. Performs other duties and activities which may be required of her/him by the appropriate supervisor (Lead Pastor, Associate Pastor or Chair of Staff-Parish Relations Committee).

SKILLS REQUIRED

1. Knowledge of:
 - a. Modern office procedures.
 - b. Business English, including vocabulary, correct grammatical usage and punctuation.
 - c. Modern filing methods.
 - d. Operation of standard office equipment, including computer, scanner, copier, printer.
 - e. Knowledge of the following computer programs: Microsoft Office Suite, Adobe Acrobat.
2. Ability to:
 - a. Meet the public tactfully and courteously, to answer questions in person and by telephone, and to route calls effectively.
 - b. Establish and maintain cooperative and effective working relationships.
 - c. Type with accuracy at a speed of not less than 55 words per minute.
 - d. Understand and carry out oral and written directions.

- e. Formulate written communications with accuracy of facts and meaning.
- f. Handle emergency situations as they arise.
- g. Compile and maintain accurate and complete records and reports.
- h. Make arithmetical calculations with speed and accuracy.
- i. Supervise those who report to the Administrative Secretary, including volunteers.
- j. Overall office management function and supervision.
- k. Operate with comfort in a faith-based environment where meetings include prayer.

OTHER REQUIREMENTS

- 1. Recognize:
 - a. Work is quite varied in nature.
 - b. Need to be flexible and able to plan, organize, and complete assignments with a minimum of direction.
 - c. Need for good organizational skills.

- 2. Experience:

A minimum of three years of increasingly responsible clerical and administrative experience involving the use of secretarial and administrative skills and knowledge.

- 3. Be sensitive to matters involving persons or subjects which may have been observed or heard, and to maintain absolute silence regarding them, and any assumptions which may have been made by the employee.

ACCOUNTABILITY

- 1. Administratively responsible to the Lead Pastor; supports church officers and lay personnel as feasible.
- 2. Does work only for the Lead Pastor and Associate Pastor; and assesses other clerical work in consultation with the Lead Pastor. Final authorization will be at the discretion of the Pastor.

March 5, 2019