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**Job Description: Administrative Assistant**

Hourly-20 hours per week, \$20 per hour

Schedule: Weekdays

Reports to: Pastor

Preferred Start Date: May 14

Submit Cover Letter & Resume: [careers.capegrace@gmail.com](mailto:careers.capegrace@gmail.com)

**Who We Are**

Grace United Methodist Church is a mid-sized congregation with a long history of ministry in Cape Girardeau, Missouri. We seek a highly organized person with a caring heart to take on the role of Administrative Assistant. Weekday hours are the norm for this position.

**Purpose**

The Administrative Assistant will perform a wide array of clerical, administrative, and limited financial tasks. This person will also connect with visitors and people making inquiries about the church, as well as with staff and church members as they fulfill a variety of ministry tasks.

The Administrative Assistant will create an inviting and calming environment for members and guests. Their primary function is to oversee all activities of the church office.

**Setting**

The Administrative Assistant will be provided with a well-equipped dedicated office, computer, and other needed equipment and supplies. There is potential for limited work-from-home hours.

**Qualifications**

A high school diploma is required. Additional education or experience in business administration or communication is helpful but not required. Experience serving in a faith-based or non-profit environment is beneficial. Experience in administrative roles (managing office tasks, coordinating events, maintaining records) is highly valuable.

Competency using Word and Excel is required. Familiarity with MailChimp and Canva is helpful. A readiness to learn new record-keeping, communications, and publishing software is necessary.

Our Administrative Assistant will possess a professional attitude and a caring heart and give extreme attention to details. This self-starter will be motivated and willing to seek new information and training. They will be firmly committed to the practice of confidentiality and will refrain from indiscriminately sharing information. Additionally, they will have:

- The ability to be highly organized and able to handle multiple tasks efficiently
- Effective writing, editorial, and publishing skills
- Excellent clerical, communications, and computer skills
- Experience with or a readiness to learn additional technical skills

**Responsibilities (Including but not limited to)**

- Oversee and participate in maintaining church records using church management software. We currently use “Church Windows” but may migrate our records to a different system. Church management software allows for efficiently tracking and reporting contributions, membership, and attendance.
- Create and publish a weekly worship bulletin (currently using Publisher, which will soon become obsolete)
- Support for Congregation and Guests by greeting all visitors, members, and service technicians and assisting as needed during office hours
- Field phone calls and other communications for the pastor and other church members and respond as appropriate
- Manage correspondence and outgoing mail, including preparing seasonal group mailings.
- Oversee the maintenance of office equipment and coordinate office supplies.
- Manage the master calendar of activities taking place in the church building.
- Maintenance of Office Files
- Contact and schedule emergency repairs and maintenance.
- Additional responsibilities and duties as needed.