



Executive Assistant
Aldersgate United Methodist Church
1301 Collingwood Road, Alexandria, VA

Position Summary: Provides general, overall administrative support to Executive Director and is a backup to the Receptionist. Represents the church in a professional manner with a helpful, welcoming attitude.

Position: Part time - 16 hours/week. **Schedule:** Monday – Thursday (12p-4:30p)

Responsibilities include but not limited to:

- Bulletin formatting
- Database updates for Unity, Constant Contact, Realm, etc.
- Yearly Tracking of Baptisms, New Members, Deaths, etc.
- Proofreading: Weekly Newsletter, E-Communications, etc.
- Assist in developing e-communications to congregation.
- Assist in programming codes for building access and communicating to reservation contacts.
- Assist in organization of Leadership Summits, Staff Retreats, Church Conferences, etc.
- Help maintain orderliness of Resource Room.
- Assist in ordering supplies: janitorial, kitchen, worship, book studies, etc.
- Help develop and produce Stewardship Campaign materials.
- Help with large mailouts for campaigns. (2 per year)
- Help maintain Columbarium communications, contracts, services, etc.
- Assist with spreadsheets for Annual Budget preparation.
- Assist with print jobs for event cards, signage, etc.
- Help maintain rosters for Leadership Team with contact information.
- Help create Sign Up Genius for events, worship needs, etc.
- Schedule service calls for phones, copier, etc.
- Help update New Leadership Team Handbook, Facility Policy, Employee Handbook, Funeral Policy, etc.
- Help maintain Facility Scheduler
- Help maintain communication book for cleaning/setup crew

Qualifications:

- A person of faith
- Effective written and verbal communicator
- Able to work with diverse groups
- Self-starter & self-managed
- Proficiency with Microsoft Office applications
- High level of detail & accuracy in work production

Accountability:

- Reports to Executive Director

Other:

- Position description will be reviewed by the employee and supervisor annually in conjunction with annual employee review. Any recommended changes should be provided to the Supervisor, Lead Pastor and Leadership Team SPRC designee.

Salary:

\$15-\$20 per hour