

Job Description

Administrative Assistant, Part-time

John Wesley United Methodist Church, Baltimore City

John Wesley United Methodist Church, Baltimore seeks a qualified person to serve as a Part-time Administrative Assistant. The ideal candidate is to support the mission of John Wesley UMC – *“To Make Disciples of Jesus Christ for the Transformation of the World”* – through outstanding administrative support of the church staff and its ministries. This will require excellent interpersonal skills as you represent the congregation to the greater community; cooperative teamwork with a diverse and high energy team of staff and volunteers; and provide outstanding computer, verbal, and written skills. This role requires a person who relates well with people of different ages and backgrounds. The Administrative Assistant, part-time is responsible for providing administrative support for the Senior Pastor, Staff Parish Relations Committee (SPRC) and Ministries of the church.

Position Specifications:

Status: Part-time, Hourly wage, no benefits.

Hours: 20 Hours per week.

Primary Duties:

- Composes and coordinates correspondence for the Senior Pastor, Ministerial Staff and church office staff
- Performs administrative duties, including maintaining proper files, calendars, arranging meetings, and communicating with internal and external stakeholders and constituents of JWUMC
- Weekly duties
 - Update and publish weekly virtual newsletter (JW-Connection)
 - Update and publish weekly PowerPoint Presentation for Sunday Worship Service
 - Record voice and publish weekly PowerPoint Church Announcements for Sunday Worship Service
- Respond to emails and calls directed to the JWUMC office email inbox
- Assists with reports in preparation and organization of Annual Conference
- Assists with annual applications that are needed for the State of Maryland
- General office duties as assigned

Qualifications:

- At least five years' experience performing administrative duties, executive experience preferred
- High level of proficiency with MS Office products including Outlook, Word, Excel, PowerPoint, Publisher, and video conferencing
- Knowledge of general management principles and organizational policies and procedures
- Knowledge of administrative procedures
- Proficiency with grammar, spelling, and punctuation
- Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately
- Excellent verbal and written communication skills
- Efficient and effective organizational skills
- Ability to maintain a strict level of confidentiality
- Ability to work with persons at off-site locations
- Must have valid driver's license

EEO Statement

John Wesley UMC, Baltimore City is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

Email resume and cover letter to baltjwumc@gmail.com