

**SCOTT UNITED METHODIST CHURCH**  
**444 N. Orange Grove Blvd**  
**Pasadena, CA 91103**

**ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

*The Administrative Assistant will be an assistant to the Pastors, Executive Ministry Leadership Team, and Ministry Teams to achieve the goals of the Scott United Methodist Church.*

**Personal Qualifications**

For fruitful work it is essential that the Administrative Assistant have the following qualifications:

1. Be a growing Christian
2. Be a team player
3. Be flexible, cheerful, patient
4. Ability to meet people comfortably and confidently
5. Be organized, competent, efficient, creative
6. Be computer proficient in Microsoft Office, share drive function, mass communications platforms,
7. Ability to manage workflow efficiently and productively
8. Have good writing and editing ability, possess proficiency in grammar, usage and style
9. Maintains confidentiality of relationships and records

*Essential duties and include and is not limited the following. Other duties may be assigned.*

**Reception Responsibilities**

1. Greet visitors to the church office, provide assistance as needed
2. Answer the telephone cordially, provide assistance as needed
3. Handle miscellaneous details (unscheduled, unspecified, unexpected as assigned by the Pastor)

**Office Responsibilities**

1. Handle all types of church mail, including pick-up, drop-off, opening, distribution, and responding as appropriate.
2. Monitor the church email account, maintain the physical in-house mailbox(s) updating labels as needed
3. Order supplies as needed
4. Perform any other normal office procedure as required
5. In consultation with the pastor and worship design team prepare the Order of worship
6. Prepare Sunday printed Order of Worship and distribute to those who cannot access the electronic version
7. Keep an inventory of and order supplies for office and pastors
8. In consultation with the pastor/ministry team supervise maintenance of church office equipment
9. Keep office environment organized/neat
10. Develop and maintain an electronic filing system

- a) Order of Worship / Executive Ministry Leadership Team / Pastor / Ministry Teams

### **Managerial Responsibilities**

1. Be flexible and able to plan, organize, and complete assignments with a minimum of direction.
2. Maintain an accurate copy of membership records, including an accurate database (work with membership chair)
3. Recruit and supervise volunteer help for routine tasks as needed
4. Take initiative for trouble shooting and problem solving

### **Accountability**

Administratively responsible to the lead pastor

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and responsibilities are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. While performing the duties of this job, the employee may need to lift boxes of paper around 40 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Position Supervision:**

The Administrative Assistant will be under the direct supervision of the pastor and will receive a yearly job review and performance appraisal by the Pastor and selected members of the Executive Leadership Team. The desire is that a good, team oriented working arrangement will be expressed between the pastor and administrative assistant, under the guidance and encouragement of the Leadership Team.

### **Hourly Rate / Part time – 30 hours per week**

### **Preferred Experience**

3-5 years as an office or administrative assistant  
Community College AA Degree or equivalent

### **Submit resumés:**

Scott United Methodist Church

Email to: [Pastoralmasumc@gmail.com](mailto:Pastoralmasumc@gmail.com)