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## **Office Assistant**

**JOB TITLE:** Office Assistant (part-time, onsite)

**ORGANIZATION:** Epworth United Methodist Church, Franklin, Tennessee

### **GENERAL JOB DESCRIPTION:**

Work with the Senior Pastor and Communications Director/Executive Assistant to complete assigned tasks at a high level of quality.

This is a part-time position with an expectation of 20 hours/week or 80 hours/month; work schedule to be agreed upon. This position is not eligible for benefits.

The pay scale is \$17-\$20 per hour dependent upon relevant experience.

Candidates must pass a background check, provide references, and successfully complete the Safe Sanctuary training process.

### **QUALIFICATIONS AND REQUIRED SKILLS:**

*Education:* High school diploma or GED equivalent required. Some college preferred.

*Experience:* At least two years office work experience required.

*Faith:* Evidence of intentional discipleship and faith in Jesus Christ.

*Maintain confidences:* Commitment to complete confidentiality and high degree of integrity.

*Communication Skills:* Excellent verbal and written communication skills.

*Organizational Skills:* High ability to prioritize tasks and processes. Ability to plan, develop, and coordinate multiple tasks and projects.

*Computer Savvy:* Proficient in the use of computers, including software such as Microsoft Office, Outlook, and Excel.

*Dependability:* Able to meet deadlines and be reliable.

*Team Mindset:* Ability to be a team player and work collaboratively; ability to be adaptable.

*Interpersonal Skills:* Capacity to work collegially and develop rapport with wide and diverse individuals and leaders. Ability to work well with church management and staff, congregation members, outside customers and vendors.

*Customer Service Orientation:* Demonstrates concern for and attends to the needs of the District Office. Participates in a culture of hospitality and consistency for all processes and to the benefit of Epworth United Methodist staff and members.

*Professionalism:* Demonstrates professional courtesy in all interactions to positively represent Epworth United Methodist Church and dresses appropriately for interactions with church membership and staff. Business casual is appropriate.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **WEEKLY TASKS**

- Update Breeze Membership database corrections/additions due to recent migration from Church Windows as well as set up reports and lists.
- Organize files.
- Pick up mail from mailbox in parking lot and distribute. Scan appropriate mail to Bookkeeper, Trustee Chair, Finance Chair, etc.
- Send prayer concerns out to congregation via email.

## **MINOR DUTIES AND RESPONSIBILITIES:**

### **AS NEEDED**

- Compile statistics for Conference Year-End reports, District Charge Conference reports, and Epworth Historical reports and usage.
  - Pick up, record in database, and distribute worship attendance information. Send visitor information to designated volunteer and Senior Pastor to contact (weekly).
  - Record membership data, births, deaths, baptisms, and weddings. Prepare associated forms. Each October invite families of those who have died in current year to attend All Saints Sunday worship held on the first Sunday of November (as needed).
- Enter church activities and meetings on church calendar in Breeze database.
- Coordinate availability of church buildings and pavilion for community and church events.
- Oversee general office supplies and copier, postage machines and associated services.
- Prepare church-wide mailings: make copies, stuff envelopes, affix postage, and take to post office.
- Other responsibilities as job progresses.
- Worship – prepare Sanctuary for Sunday. Includes changing paraments, replenishing pews with envelopes and online giving cards, straightening hymnals, putting oil in altar candles, changing acolyte candlelighter wicks, charging the lighter, and replenishing holding crosses and other items on table in Sanctuary.
- Copy bulletins and place on table inside Sanctuary (Friday).

**Signature Approved By:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Date Last Reviewed:** \_\_\_\_\_

**Last Reviewed By:** \_\_\_\_\_