

Administrative Assistant

Los Gatos United Methodist Church
111 Church Street,
Los Gatos, California, 95030

Position Title: Administrative Assistant

Hours/Week: 15-20

Salary Range: Starting at \$20,000

Reports To/Supervisor: Pastor

HR Authority: Staff Parish Relations Committee (SPRC)

Submit resumes to applications@lgumc.org

Job Description:

The Administrative Assistant is the forward-facing staff presence for the congregation in our Church Office. This position greets and welcomes church members and guests to the office and campus along with vendors, and service providers. The Administrative Assistant provides supportive services for the pastor, other church staff, congregational committees, and church members. This position works cooperatively with other agencies and ministries housed within our campus. The position requires gracious interaction with sometimes distressed individuals referring them to the proper individual or resource, if known. The Administrative Assistant develops, prints, and assembles print and electronic communications on weekly and monthly deadlines. Maintenance of the church website may be included in this position along with limited social media work.

Qualifications & Requirements:

- Demonstrated ability with verbal and written communications
- Demonstrated familiarity with office practices and software systems
- Demonstrated ability with positive customer service
- Ability with websites and social media preferred

This position requires an in-person, in office presence during our normal business hours.

Customer Service

- Greet all who come to the Church Office in a positive and professional manner
- Respond appropriately to all email directed to the church is answered in a timely manner
- Interface with vendors and outside organizations as primary on-campus contact for them
- Organize and coordinate office volunteers
- See that all messages, phone calls, and email directed to church are answered promptly

Communications

- Coordinate and assemble: "The Spire" (monthly); worship guide (weekly); memorial service guides (as needed); e-announcements (as needed)
- Coordinate with worship planning teams to create flow of worship and cue sheets
- Work with various individuals to produce printed and electronic publications including advertising materials

Records Management

- Maintain databases (i.e.: PowerChurch Plus or similar CMS)
- Maintain records for membership, baptisms, confirmations, marriages and deaths (paper records)
- Work with staff and volunteers to ensure PC records are kept accurately
- Complete Vital Signs weekly

Facilities

- Work with staff and/or volunteers to have the facilities equipped and prepared for the scheduled use
- Work with staff and trustees on all outside rental agreements
- Be the point of contact for our renters and any issues
- Maintain the church calendar system
- Communicate with custodian and users on set-up and tear-down for events
- Work with IT and event coordinator(s) to ensure details of events are covered

LGUMC is a reconciling church, which welcomes all persons as Christ did regardless of age, race, gender, sexual orientation, cultural background, physical or mental health, family status, or financial circumstances. We welcome all persons into full participation into the life of the congregation.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Employment at LGUMC is at-will and for no specific duration. Either LGUMC or an employee may terminate employment at any time, with or without cause or prior notice.