

JOB DESCRIPTION
Administrative Assistant to Executive Leadership Team
First United Methodist Church Dothan, Alabama

Date: March 2025

Full-time Salary Exempt Position

Hours: Sunday – Thursday

Reports to: Church Administrator

Main Function: The primary responsibility of the Administrative Assistant to the Executive Leadership Team is to make disciples of Jesus Christ for the transformation of the world. As a committed follower of Jesus Christ and spiritual leader, the Assistant will serve God faithfully as part of the FUMC staff while assisting the team.

The Administrative Assistant provides high-level administrative and operational support to the Executive Leadership Team, comprising the Senior Pastor, Executive Pastor, Church Administrator, and Director of Discipleship and Missions. The Assistant also acts as a liaison between the clergy, staff, and congregation, ensuring smooth operations and a positive church environment.

Qualifications:

- Bachelor's degree preferred
- Proficient in MS Office Suite (Word, Excel, Publisher, PowerPoint, Access)
- 3+ years of experience in executive administration, preferably in a church or nonprofit setting.
- Discernment and Confidentiality
- Energetic self-starter with a strong work ethic, attention to detail, team orientation, and commitment to high quality
- Strong organizational and multitasking abilities
- Exceptional written and verbal communication skills
- Strong time management skills
- Ability to work independently while collaborating with church staff and volunteers
- Familiar with or willing to learn the workings of The United Methodist Church
- Familiar with or willing to learn a church database system like Shelby Arena/Shelby Next Membership
- Commitment to the mission, vision, and values of the United Methodist Church.

Key Responsibilities:

Administrative & Clerical Support

- **Calendar Management:** Efficiently manage the calendars of the Executive Leadership Team, scheduling appointments, meetings, and travel arrangements. Ensure there are no scheduling conflicts and communicate updates effectively.
- **Correspondence:** Prepare and handle all forms of correspondence, including emails, letters, phone calls, and mail. Prioritize messages and respond promptly to maintain clear communication. Assist with drafting letters, emails, and other written communication on behalf of church leadership, as well as the preparation of worship bulletins, church newsletters, and official reports for the church council and conference, as needed.
- **Record Keeping:** Maintain accurate and organized records of church events, meetings, and correspondence. Ensure all documentation is easily accessible when needed. Assist with maintaining church records, membership rolls, and other church documentation.

- **Office Management:** Oversee the organization and upkeep of the main office and Associate Pastors' suite, ensuring clean, organized, and stocked workspaces. Handle inventory and office supplies. Responsible for the flow of traffic & phone calls into the Associate Pastors' and Church Administrator's offices.
- **Expense Reporting:** Process and manage expense reports for the team, ensuring timely submission and accurate accounting of all expenditures.

Event, Meeting, & Ministry Coordination:

- **Event Planning:** Assist in planning and coordinating church events, special services, meetings, and programs. Collaborate with staff and volunteers to ensure smooth execution.
- **Logistics Coordination:** Arrange logistics for meetings, events, and programs, including booking venues, coordinating catering, and ensuring the availability of necessary materials and equipment.
- **Travel Arrangements:** Coordinate travel arrangements for the team, including flight bookings, hotel accommodation, and transportation needs.
- **Hospitality:** Provide hospitality support for visitors, special guests, and guest speakers, ensuring a positive and welcoming experience. Greet and assist church members, visitors, and those seeking pastoral care. Serve as a welcoming and professional representative of the church.

Liaison and Communication:

- **Liaison Role:** Serve as the primary point of contact for the clergy, church staff, church members, and external partners, facilitating communication and fostering positive relationships. Help coordinate pastoral visits and care ministries to ensure that the congregation's needs are addressed. Collaborate with the pastor, staff, and leadership teams to support the church's mission.
- **Communication:** Ensure effective and clear communication between the clergy, staff, and congregation. Distribute relevant information and announcements as needed.
- **Confidentiality:** Maintain a high level of confidentiality and integrity regarding sensitive church information, documents, and communications, handling with professionalism and discretion.

Other Responsibilities:

- **Volunteer Coordination:** Assist in coordinating church volunteers for events, services, and outreach programs, ensuring adequate staffing and volunteer support. Support volunteer recruitment, scheduling, and training.
- **Research and Preparation:** Conduct research, gather materials, and prepare documents or presentations as needed for Bible studies, meetings, sermons, or special services.
- **Problem-Solving:** Proactively identify and address any issues that arise in the church office or during events, resolving them promptly and effectively.
- **General Administrative Support:** Provide general administrative assistance to support the clergy and church staff in daily operations. Actively participate in ongoing and scheduled meetings. Other opportunities may be assigned by the Senior Pastor or the Executive Leadership Team.

Staff Expectations and Working Environment:

The Administrative Assistant to the Executive Leadership Team, along with all employees of First United Methodist Church, is expected to behave in such a way to bring honor to Christ and the church, be supportive of The United Methodist Church, and participate as a team player with the rest of the church staff.

Employee Signature: _____

Date: _____

Church Administrator Signature: _____

Date: _____