

Office Assistant

FUMC Early Childhood Development Center (ECDC)

First United Methodist Church – Dothan, Alabama

Full-Time (32–35 Hours per Week)

Position Summary

The Office Assistant for the FUMC Early Childhood Development Center (ECDC) serves as the first point of contact for parents, visitors, and staff and provides administrative support to the ECDC Director. This position helps ensure the center's smooth daily operations by assisting with enrollment, attendance records, parent communication, billing support, scheduling, and general office management.

The ideal candidate is organized, professional, detail-oriented, and enjoys working in a Christ-centered environment serving children and families.

Essential Duties and Responsibilities

Administrative Support

- Provide administrative support to the ECDC Director and leadership team.
- Answer phones, greet visitors, and respond to parent inquiries in a friendly and professional manner.
- Maintain student and family records while ensuring confidentiality.
- Assist with enrollment, registration, and waitlist management.
- Prepare and distribute correspondence, newsletters, forms, and reports.
- Maintain office filing systems, both electronic and paper.
- Order and maintain office supplies and materials.

Parent and Family Communication

- Serve as a welcoming point of contact for current and prospective families.
- Assist with communication through Brightwheel, email, phone, and printed materials.
- Help coordinate tours and enrollment appointments.
- Support parent events, orientation meetings, and special programs.

Attendance and Recordkeeping

- Maintain daily attendance records for children and staff.
- Assist with tracking immunization records, emergency contacts, and required licensing documentation.
- Support recordkeeping to ensure compliance with church, state, and licensing requirements.

Financial and Enrollment Support

- Assist with tuition processing, billing inquiries, and payment records.
- Prepare enrollment packets and registration materials.
- Track enrollment numbers and assist with classroom rosters.
- Support annual registration and re-enrollment processes.

Program Support

- Assist with planning and logistics for special events, holiday programs, staff meetings, and training sessions.
- Help coordinate volunteer and substitute schedules as directed.
- Provide clerical support for childcare, after-school, and summer programs.

Reception and Office Management

- Maintain a clean, organized, and welcoming office environment.
- Monitor office equipment and coordinate maintenance when needed.
- Receive and distribute mail and deliveries.
- Assist with other duties as assigned by the ECDC Director and Church Administrator.

Qualifications

Required

- High school diploma or equivalent.
- Minimum of two years of administrative, office, customer service, or related experience.

- Strong organizational and time-management skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and professionalism.
- Ability to work effectively with children, parents, staff, and church members.

Preferred

- Experience in a childcare, preschool, school, church, or nonprofit setting.
- Familiarity with Brightwheel or similar childcare management software.
- Associate degree or additional coursework in business, administration, education, or a related field.

Physical Requirements

- Ability to sit, stand, and walk throughout the workday.
- Ability to lift and carry up to 25 pounds occasionally.
- Ability to perform routine office tasks, including filing, copying, and computer work.

Work Schedule

- Approximately **32–35 hours per week**.
- Typical work hours are Monday through Friday during ECDC operating hours.
- Occasional attendance at evening events, meetings, or special programs may be required.

Mission Alignment

The Office Assistant must support the mission of First United Methodist Church and the FUMC Early Childhood Development Center by demonstrating professionalism, integrity, compassion, and a commitment to providing exceptional service to children, families, and staff in a Christ-centered environment.

Reports To: ECDC Director

FLSA Status: Non-Exempt (Hourly)

Employment Status: Part-Time (32–35 Hours Weekly)