

SIERRA MADRE UNITED METHODIST CHURCH

695 West Sierra Madre Boulevard
Sierra Madre, California 91024
(626) 355-0629
E-mail sierramadreumc@gmail.com
www.smumc.net



ADMINISTRATIVE ASSISTANT

20 hours/week
Monday – Friday: 9 am – 1 pm

We are seeking a part-time Administrative Assistant who will play a key role in ensuring the smooth functioning of the church administration in alignment with the mission of the Church.



Previous experience working in an office environment is desirable.
Pay depending on experience and skills starting at \$23/hour.



Benefits include holiday, vacation, state-mandated sick leave, Church-sponsored contributions to United Methodist Personal Investment Plan.



Application: Please submit a cover letter and resumé by 2/28/2025

Mail to:

Pastor Jae Lew

Sierra Madre United Methodist Church
695 W. Sierra Madre Blvd., Sierra Madre, CA 91024

Or

Email to:

jaedlew@gmail.com

The Church's employment objective is to select personnel who meet high standards of personality, character, education and occupational qualifications; who can carry on the work competently; who have capacity for growth; and who will become a living part of the Church's life and tradition. Each task is considered a "ministry" with an integrity and meaning of its own!

This position reports to the Pastor and to the Staff Parish Relations Committee.

ADMINISTRATIVE ASSISTANT REQUIREMENTS

- Must work well as part of a church team
- Must be courteous and tactful with parishioners, staff members, contractors, outside agencies, community members
- Must exercise exceptional judgment in dealing with sensitive and personal issues
- Must be able to prioritize concerns, at times without much guidance
- Must be comfortable working with office technology and social media
- Must be proficient with Windows and Microsoft Office Suite
- Must be able to interact well with people of diverse backgrounds
- Must be able to communicate effectively both verbally and in writing
- Must be able to work independently and take initiative
- Must maintain an orderly and clean office and filing system

RESPONSIBILITIES:

Reception Duties:

- Answer telephone, take and forward messages,
- Sort and distribute mail, check and reply/forward electronic mail
- Greet and assist walk-in visitors
- Follow through with all enquiries

Administrative Duties:

- Administrative Assistant to the Pastor: handle correspondence, preparation of documents and reports
- Advise Pastor of any pastoral needs of church members
- Maintain and back-up databases of mailing lists, group membership, etc.
- Assist Church members and groups with mailings, telephone calls, other requests as needed
- Use Desktop Publishing software to design and produce Sunday worship bulletins, monthly newsletter, weekly updates, daily scripture links, group reminders, brochures, directories, letterhead, business cards, flyers, pew materials, advertisements, press releases
- Post regular and bulk mailings
- Maintain volunteer sign-up sheets
- Update website, Facebook and other social media sites
- Assist with finance procedures: stamp checks, complete purchase requests, maintain list of contractors' information
- Keep membership files up to date and provide reports to the Charge Conference and Annual Conference of the United Methodist Church
- Keep other statistics as required

Office Management:

- Maintain master calendar
- Maintain office files
- Coordinate equipment maintenance
- Order office supplies

Worship Preparation

- Order worship supplies
- Order basic supplies for fellowship time
- Ensure Sanctuary is ready for worship: fill candles, maintain pew supplies, change paraments, keep Sanctuary tidy
- Assist Pastor with other worship preparations as needed

Facility Management:

- Report to Board of Trustees any items relating to campus maintenance, tenant requests
- Order facility supplies
- Coordinate Church sign updates
- Liaison to Custodian / Gardener
- Research equipment needs / work bids as requested
- Schedule and meet with repairpersons / contractors
- Liaison to facility tenants
- Coordinate and schedule with facility-use clients: regular groups, weddings, events
- Contact person for Parsonage needs