

Newnan First United Methodist Church  
33 Greenville St.,  
Newnan, GA 30263

Job Description

**Job Title:** Administrative Assistant

**Accountable to:** Senior Pastor

**Position Status (Full time or Part time):** Full-time

**Job Requirements & Skills:**

- Knowledgeable in Microsoft Office & Google Suite
- Teachable/Knowledgeable in ACS (All Church Software) membership database
- Able to work as a team & also independently
- Good organizational/communication skills; able to keep confidentiality
- Display professional, cordial conduct & excellent interpersonal skills
- Ability to multi-task with attention to detail

**Job Responsibilities & Duties:**

- Work closely with Senior Pastor, assisting in all church administrative duties
- Correspondence, church reporting, meeting & greeting people, answering the phone/mail
- Keep up with calendar and events ongoing
- Maintain church member database with ACS software including membership management
- Facilities/events management, including booking space, setup, cleanup, and policies for groups
- Funeral coordination with appropriate committees/classes
- Coordinate/track involvement in coordination with appropriate staff
- Communicate/coordinate with administrative committees
- Daily management & follow-up of email correspondence
- Maintain monthly records for charge conference preparation and year-end conference reports
- Churchwide communication via email/mail as needed
- Update & distribute the Sanctuary Straightening Schedule 2x/year to facilitate weekly groups
- Maintain phone maintenance and update voice communication and voicemail
- Copier Maintenance/SOS & supplies, & postage meter maintenance & supplies; order office/church/preschool supplies
- Assist Finance Administrator in Stewardship Campaigns