

FIRST UNITED METHODIST CHURCH – SAN LEANDRO, CALIFORNIA

Administrative Assistant

ABOUT OUR CHURCH:

The United Methodist Church in San Leandro enthusiastically proclaims Jesus Christ as our Lord and Savior, and we wholeheartedly follow His example by offering a heartfelt embrace to all. We open our doors to people of every age, race, ethnicity, sexual orientation, gender identity, family structure, marital status, political convictions, faith journeys, economic circumstances, educational backgrounds, and diverse developmental or physical abilities. We extend a warm invitation to everyone to join our faith community, where we are dedicated to fostering our relationship with Christ, equipping us to spread Christian love throughout the world. FUMC San Leandro is a small, ethnically diverse, multi-generational congregation. We are a “hybrid” community, and currently have around 80 people involved in the life of the church in some form.

OVERVIEW: As first point of contact for all visitors to the church office, the Administrative Assistant is an integral part of the ministry and staff of First United Methodist Church, San Leandro. The Administrative Assistant maintains a welcoming environment in the Church Office and supports the pastor to oversee various administrative tasks for the church, particularly in the realm of finances, building management, and communications. This position requires hands-on work in partnership with the Pastor and congregant leaders.

SKILLS AND QUALIFICATIONS

- Willingness to learn United Methodist administrative rules, structures, and methods.
- Ability to work diplomatically, positively, and creatively with church members, staff, and users of the facility.
- Friendly and professional approach to working with external clients (church members, vendors, community partners, etc.)
- Strong organizational and administrative abilities, able to keep track of multiple tasks and prioritize work.
- Excellent English written and verbal communication skills; ability to proofread documents.
- Strong command of Microsoft Office, Google Suite/Drive, QuickBooks.
- Ability to update all website content; comfortable communicating via social media.
- Knowledge of database maintenance and space rental and management experience.

RESPONSIBILITIES:

Finance and Building Maintenance duties:

- Weekly tithes recording in QuickBooks.
- Preparing quarterly and yearly financial reports to church members
- Move and distribute paychecks on payroll days.
- Serve as in-house liaison to users of the facility: provide rental information and show available space; forward requests for facility usage and repair to the Pastor; receive payments for rentals.

General Office duties:

- Maintain a tidy, well-organized church office which creates a welcoming shared space.
- Handle confidential and sensitive information for the church.
- Answer and return general church correspondence: mail, email, phone.
- Order and keep inventory of office supplies and items needed for ministry.
- Maintain church files and documents in a timely and organized fashion.

- Ensure operation of all office equipment and coordinate maintenance with vendors.
- Create Sunday bulletins, monthly Newsletter, Worship PPT Slides, graphics for events and announcements.
- Help maintain/update church website, church directory, and member database.
- Maintain the Church's media presence by posting updates to the church's website, San Leandro Times, and Facebook page.
- Coordinate with the church custodian any special requirements for memorial services, special events, and scheduled events.
- Perform other duties related to ministry under the direction of the pastor.
- Detailed duties can be discussed at the interview.

TIME COMMITMENT AND PAY STATUS:

- This is a part-time (20-hrs/week), in person, non-benefited position.
- Salary range \$17-\$19/hr. depending on experience.
- Vacation does not carry forward year to year.

RELATIONSHIPS:

- Report to pastor as immediate supervisor through weekly check-ins.
- Collaborate with church ministry leaders, committees, and volunteers as needed.
- Performance will be evaluated by Pastor and Staff Parish Relations Committee (SPRC -THE HIRING BODY).

Apply:

Please submit resume with short cover note indicating why you are interested to: 1stumcsjobs@gmail.com