



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT-CARE MINISTRIES

The Administrative Assistant-Care Ministries at Custer Road United Methodist Church shall be a person of genuine and deepening Christian character, willing to grow as a loyal participant of a ministry team, able to work and communicate well and cultivate trust with other people in a growing congregation.

PURPOSE: The Administrative Assistant-Care Ministries will offer administrative and ministry support for Care Ministries to ensure efficient operations, effective communications and ministerial assistance.

HOURS: The Administrative Assistant-Care Ministries is a non-exempt part-time position including benefits and is governed by CRUMC's Employee Handbook. The expected time commitment for this position will be approximately 20-25 hours a week. Compensation will be commensurate with experience.

STAFF SUPERVISION: Sr. Associate Minister-Congregational Care

RESPONSIBILITIES: In conformity with CRUMC's policies and procedures, as well as those contained in the United Methodist Book of Discipline, the position responsibilities will include those generally described below, but may not be limited to the following:

- ◆ Collect and organize all prayer requests and send out weekly emails to Prayer Team
- ◆ Manage database of congregant issues and pastoral needs ensuring that all information is properly logged and communicated
- ◆ Schedule all Care Ministry programs, meetings, events and classes in EventU
- ◆ Submit communication requests for Care Ministry events
- ◆ Monitor background checks for program volunteers
- ◆ Oversee Columbarium documentation & filing
- ◆ Order & maintain ministerial supplies
- ◆ Attend weekly all-Staff meetings and Care Ministry team meetings
- ◆ Greet congregants and visitors to the future planned Care Suites at CRUMC
- ◆ Assist Care Ministry Pastors and Staff as needed
- ◆ Provide administrative support for any other needs within Care Ministries

QUALIFICATIONS:

- ◆ Must be a person of deep personal Christian faith and integrity
- ◆ Administrative experience and/or prior experience supporting executive personnel
- ◆ Fluent in English, both in written and spoken form
- ◆ Administrative experience and proficiencies in Microsoft Office and Google Office Suite
- ◆ Highly organized with attention to details
- ◆ Ability to handle multiple tasks congruently
- ◆ Must be able to take direction and have a willingness for collaborative work
- ◆ Strong interpersonal skills
- ◆ Possess a compassionate heart and willingness to offer grace in varied situations
- ◆ Able to maintain confidentiality and practice discretion in all communications
- ◆ Outgoing and engaging demeanor