

Administrative Assistant
Mt. Zion UMC, Myersville, MD

Position Summary

Mt. Zion UMC operates as a community church within the town of Myersville, MD. This position supports the activities of the pastor and lay ministries of the church as well as facilitate communication within the church and between the church and community.

Essential Duties and Responsibilities

1. Facilitate communications, including but not limited to:
 - Generate telephone, print, and digital correspondence at the request of the pastor or church committees
 - Answer or forward phone, email, and social media communications
 - Collect and distribute church mail to the appropriate individuals
 - Assist in managing social media (e.g., Facebook and Instagram)
 - Update web page
 - Change the message on the corner sign at the direction of the pastor.

2. Support worship service and other church ministries, including but not limited to:
 - Draft and print weekly worship and special bulletins
 - Create flyers and visuals as needed
 - Maintain schedules for greeters, lay speakers, altar care, acolytes, etc.
 - Assist with set up and operation of technology used for online worship service

3. Manage the church calendar and facility use, including but not limited to:
 - Coordinate church and community group schedules with the pastor
 - Update and post the church calendar (print and electronic)
 - Manage contracts and facility use agreements with outside groups, weddings, etc.
 - Provide leadership to Events/Planning team to advise sustainable ministry.

4. Generate and maintain church records, and order the office including but not limited to:
 - Complete, file, print, and distribute Charge Conference forms, Statistical Reports, Fund/Balance Report, and other reports that may be required
 - Keep membership records
 - File and post Church Council minutes (and possibly others)
 - Preserve church files
 - Maintain church directory
 - Assistant with generating, distributing, and filing the newsletter or other mailings
 - Order supplies, maintain or schedule maintenance for office equipment (printer paper, toner, office supplies, etc.)

5. Other duties as assigned.

Required Minimum Qualifications

1. Excellent oral and written communication skills.
2. Strong organizational skills.
3. Ability to support technology needs for online worship.
4. Oversee church events planning team and coordinate with church and community groups and individuals.
5. Technology skills to support church operations (phone, computer, social media, office equipment).
6. Be dependable and punctual to meetings, able to meet office hour expectations, detail-oriented, and maintain confidentiality.
7. Ability to work well with others of diverse backgrounds and educational levels.
8. Commitment to working within the framework and doctrines of the United Methodist Church and the teachings and life lessons of the Holy Bible.

Desired Qualifications

1. Willingness to learn and adapt to new situations and church needs.
2. Willingness to serve as backup for tasks (e.g., changing message on corner sign) that may be assigned to a layperson.

Hours and Compensation (This is an hourly position)

Hours	At least 15 hours and up to up to 20 hours per week (posted office hours will be established with the pastor)
Vacation	2 weeks paid per year
Compensation	\$15 per hour

Note: Staff Parish Relations Committee reserves the right to change job duties to meet needs.

Please send applications or any questions to pastor@mymtzion.org or mail your application to Mt. Zion UMC PO Box 299 Myersville, MD 21773