



## Church Secretary/Administrative Assistant Job Description

Good Ground, the Hampton Bays UMC and East Quogue UMC are looking for a Church Secretary to serve both churches.

### **GENERAL PURPOSE:**

Provide administrative support to the pastor and church council by conducting and organizing administrative duties and activities including receiving and handling information.

### **EDUCATIONS AND EXPERIENCE:**

- ✔ Typing with adequate speed and accuracy
- ✔ Strong computer skills with proficiency in MS Windows, Word, Excel, PowerPoint, E mail apps, and Publisher.
- ✔ Should also be proficient in Quickbooks and be able to generate checks for invoices and to maintain payroll management.
- ✔ Proficiency in the use of office machines. (copier, folder, fax/scanner, etc)
- ✔ Must have previous office experience including scheduling, bookkeeping, office material management, accounts receivable and accounts payable management.
- ✔ Good command of English composition and punctuation and ability to proof read documents. Ability to speak and understand Spanish is a plus.

### **OTHER GENERAL EXPECTATIONS INCLUDE:**

- ✔ Should be ever conscious of the need for confidentiality.
- ✔ Should always exhibit professionalism in appearance, work ethic, and accountability.
- ✔ Should give attention to details with an eye for excellence as well.
- ✔ Should be a self-starter, good at multitasking and prioritizing projects.
- ✔ Should have the ability to work independently without supervision.

### **General Duties:**

- ✔ Maintenance and organization of the office area.
- ✔ Routine filing of paperwork.
- ✔ Ordering of office materials and materials needed in the church. Ordering of maintenance material when notified by custodial crew.
- ✔ Maintaining petty cash record.
- ✔ Organization and maintenance of the church calendar and scheduling of events.
- ✔ Creation of weekly bulletins with input from the pastor (Publisher).
- ✔ Creating slides for presentation during service. (PowerPoint).
- ✔ Receive, distribute and disseminate mail and other correspondence.
- ✔ Answering incoming calls.
- ✔ Answering appropriate emails.
- ✔ Publishing of monthly newsletter (Publisher).



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- 🌱 Create bulletins for weddings, funerals, baptisms and other special church services.
- 🌱 Assist pastor in completing reports for The District and Conference leaders.
- 🌱 Maintain membership log, baptismal records, weddings and death certificates.

**HOURS:** The hours will be negotiated but we are looking for 3-4 days a week in office totaling approximately 20 hours per week. Most of the time will be spent in Hampton Bays with trips to East Quogue as needed.

**Pay:** The pay will be hourly and is negotiable dependent upon the applicants experience, skill set and availability.

Please send resumes to:

Hampton Bays UMC  
158 W Montauk Hwy  
Hampton Bays, NY, 11946

Or email to:

Hbumc1@gmail.com

[kenbohlerLLP@gmail.com](mailto:kenbohlerLLP@gmail.com)

and

ericaburgess@yahoo.com