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## **Administrative Assistant Position Description**

***Reports to: Lead Pastor***

***Hours: 20 hours per week (additional hours during Christmas, Easter, and special events)***

***Classification: Part-time, non-exempt, hourly***

### **Position Summary**

The Administrative Assistant provides essential organizational and communication support for McPherson First UMC's mission to make disciples of Jesus Christ for the transformation of the world. This role serves as the primary point of contact for the congregation and community while enabling effective ministry through administrative excellence.

**Schedule:** Core office coverage Tuesday-Thursday with flexibility for deadlines and seasonal needs. May be combined with other part-time positions.

### **Core Responsibilities**

#### ***Communications (35%)***

- Produce weekly email newsletter
- Manage church email and maintain timely responses
- Update social media and website
- Prepare worship materials (bulletins, slides, announcements)
- Maintain church database in Planning Center

#### ***Administrative Support (25%)***

- Serve as church receptionist and support pastoral team
- Maintain church calendar, facility scheduling, and door access system
- Complete Great Plains Conference of the United Methodist Church reports
- Serve as Safe Gatherings Administrator (abuse prevention program)

#### ***Volunteer Coordination (20%)***

- Recruit, train, and schedule Sunday teams (greeters, ushers, tech)
- Develop role descriptions and maintain volunteer appreciation



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### ***Financial Support (10%)***

- Process weekly offerings and prepare deposits
- Document giving with accuracy and confidentiality

### ***Worship Support (10%)***

- Coordinate between worship leaders and teams

### **Qualifications**

- Experience with office software (Word, Excel, PowerPoint) for professional use
- Experience with email management platforms
- Ability to handle financial records accurately
- Proven ability to learn new software quickly
- Strong time management for deadline-driven tasks
- Excellent organizational and communication skills
- Professional demeanor with strict confidentiality
- Commitment to the church's disciple-making mission

**Preferred:** Church management software experience, social media skills, basic design abilities

### **Additional Requirements**

- Background check required (Safe Sanctuary policy)
- Ability to navigate church facilities and lift up to 25 pounds occasionally

**To Apply:** Submit resume and cover letter to [andrew.conard@mcphersonfirst.org](mailto:andrew.conard@mcphersonfirst.org) explaining how you will support our mission. Current staff may inquire about combining roles.

**Position Description Updated:** Sep 18, 2025