

Germantown United Methodist Church
Job Description

Position: Administrative Assistant to Children, Youth, and Recreation Ministries
Reports to: Executive Assistant
Job Type: Full-Time – Non Exempt

Summary

The administrative assistant will ensure efficient day-to-day office operations in support of the Children, Youth, and Recreation Ministries as well as the needs of the church. Must be polite, attentive to detail, and able to handle multiple tasks with competing priorities. It is important to be skilled with computers, office equipment, and at verbal, written, and digital communication.

Responsibilities

Answer phones and direct calls.
Greet and check in members at the Owings Life Enrichment Center (OLEC).
Maintain OLEC member software, including monitoring membership expiration dates; updating member cards and maintaining door lock schedule as needed.
Assist OLEC Director and Assistant Director.
Create, organize and distribute various types of correspondence, print and digital.
Attend certain meetings.
Interact with other staff and handle requests from program staff, clergy, and other administrative staff.
Organize and maintain children/youth church permission forms.
Notarize permission forms for children/youth.
Create a binder with children/youth paperwork for every event.
Collect money for children/youth events.
Assist Children and Youth Ministry Directors.
Assist with children/youth ministry mailings.
Provide back-up to other administrative assistants.
Perform other related duties as assigned.