

Job Description and Qualifications
White Stone UMC Administrative Assistant

1. Strong communication skills are required while answering the telephone, taking messages, and directing callers to the proper person while maintaining confidentiality.
2. Prepare publications to include but not be limited to the weekly bulletin, monthly newsletter, flyers, and mass mailings.
3. Coordinate volunteers for counters, greeters, ushers, acolytes, and church activities.
4. Maintain the Church calendar.
5. Compile and send in weekly Church schedule of events to the Rappahannock Record to include Church activities and announcements.
6. Prepare various correspondence, forms, and maintain church files.
7. Keep membership and Church rosters up to date.
8. Assist Financial Secretary with yearly counter sheets and weekly report of receipts.
9. Responsible for maintaining supplies.
10. Assist the pastor and Church officers with other duties as required.
11. Responsible for picking up and distributing mail from the post office and deposit receipts from the bank.
12. Maintain Church electronic communications including e-mails, website, and social media.
13. Salary commensurate with experience.