

LANSING ASBURY UNITED METHODIST CHURCH
2200 LAKE LANSING ROAD
LANSING, MI 48912

ADMINISTRATIVE ASSISTANT

Basic Function and Responsibilities

- Primary responsibility for administrative and clerical functions of the church.
- Support the pastor in a clerical and secretarial role, including denominational reports and records
- Assemble printed material for weekly and special worship services
- Lead, perform, or support the preparation of power point materials for worship services.
- Organize and be a part of the worship service audio-visual technician team.
- Maintain the church calendar, website, social media presences, and membership material.
- Lay-out, edit, produce and distribute the monthly church newsletter and similar material.
- Answer the church telephone and handle the mail, routing calls and correspondence.
- Generate reports and materials for church team leaders as time allows.
- Order office, church, and janitorial supplies
- Keep electronic sign current
- Additional duties and responsibilities as assigned by the pastor.

Minimum qualifications:

- Ability to effectively listen and communicate with others.
- At least average knowledge and skills with word processing, presentation, and spread sheet modules of Microsoft Office software suite or similar productivity software.
- At least average knowledge and skills in the electronic mail and calendar modules of G-Mail or similar business communication/scheduling software.
- General proficiency in data entry, filing, faxing, scanning and similar office functions.
- Proficient skill in written and electronic communications for clarity, grammar, and consistent style.

Desired qualifications:

- Proficiency in the technical aspects of building and maintaining websites and social media presences.
- Knowledge and skill in the layout and design of publications, websites, and similar public relations materials.
- Proficiency with church multi-media projection presentation software.