

**Position:** Administrative Assistant (Office Administrator)

**Reports to:** Senior Pastor/SPRC

**Position Status:** Full-Time | 40 Hours per Week | Non-Exempt

The church seeks a highly organized **Administrative Assistant** to serve as the primary office administrator and receptionist. This role supports the mission and ministries of the church through effective communication, accurate records, and efficient daily operations. The position reports to the Senior Pastor and works closely with the Staff-Parish Relations Committee (SPRC).

**Key Responsibilities:**

- Serve as front office receptionist; greet guests and manage phone calls.
- Provide administrative support to clergy and staff; attend weekly staff meetings.
- Maintain accurate records in REALM church management software.
- Enter weekly worship and participation data for the Annual Conference.
- Prepare weekly worship bulletins and assist with worship coordination using Planning Center.
- Support volunteer coordination and stewardship efforts, including annual pledge campaigns.
- Manage the church calendar, including room requests, approvals, communication, and accuracy.

**Qualifications:**

- Bachelor's degree preferred or equivalent experience.
- At least one year of executive administrative experience.
- Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams).
- Strong communication, organizational, and proofreading skills.
- Ability to multitask, maintain confidentiality, and work with diverse populations.
- Experience with church management software and data reporting preferred.

**Spiritual Expectations:**

- Professes Jesus Christ as Lord and Savior.
- Demonstrates commitment to Christian leadership consistent with United Methodist beliefs.
- Demonstrates church values by engaging in worship, serving others, and practicing generosity.

**Work Environment:** Professional, collaborative, faith-based setting with regular computer use and occasional lifting up to 25 pounds.

**TO APPLY**

Please submit a cover letter and resume to: [jobs@vbumc.org](mailto:jobs@vbumc.org)