

West Los Angeles United Methodist Church

Administrative Assistant

JOB DESCRIPTION

Job Summary:

The Administrative Assistant welcomes members and guests while providing oversight of office operation and facility maintenance. The position requires a high level of self-motivation, efficiency, flexibility, and discretion. Working knowledge of office equipment and computer programs including Word and Excel and database management experience is required. The candidate should have strong written communication skills.

The following items constitute the position's major responsibilities.

Worship Preparation:

- Prepare the Worship Bulletin and PowerPoint presentation, and announcements for Sunday services, including special services such as Holy Week services.
- Communicate with worship leaders, musicians, and other volunteers.

Communication:

- Publish weekly email newsletter blast using Mailchimp.
- Update and manage the church website (WIX or similar web-design platform on a weekly basis.

Administration:

- Provide a warm, welcoming atmosphere in office, (Hours open for discussion with the Senior Pastor).
- Perform general office duties including responding to inquiries, generating written materials, maintaining files, and ordering supplies.
- Manage the church calendar, including scheduling programs and use of the facility by outside groups.
- Process bills for approval by the Senior Pastor.
- Maintain church's database management software, Servant Keeper.
- General duties as requested by the Pastors.

Details:

This is a part-time position, Monday - Friday, between the hours of 9:00 AM - 1:00 PM, up to 25 hours per week, starting rate of \$25/hr or based on experience. This position receives 2 weeks of paid vacation including sick time. The Administrative Assistant will work under the supervision of the Senior Pastor, and in collaboration with the Pastors and Staff Parish Relations Committee.

To Apply: Please send a cover letter and resume to Pastor Kiana Hertogh Nicholson at kiana.h.nicholson1@gmail.com or Sonia Dixon at sndhawaii@gmail.com.

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1913 Purdue Avenue
Los Angeles, CA 90025
310-479-1379 * www.wlaumc.com