

**Office Manager/Administrative
Assistant Ashford United Methodist Church**

Ashford United Methodist Church, located at 2201 South Dairy Ashford Road in Houston, Texas, seeks an energetic person with strong computer, financial, and inter- personal skills to assume the role of Office Manager/Administrative Assistant. The successful candidate will provide administrative support to the pastor and to the church. The ideal candidate must be a person of genuine Christian character who understands the role as a ministry in line with the mission and vision of the church. They must also be able to maintain confidentiality, ensure the office runs smoothly; develop and recommend improved office procedures and systems; be able to independently and proactively complete tasks and communicate to others.

-Education and Experience:

- Minimum of a high school diploma; college degree or additional course work in business/office management is preferred; two years' administrative experience is required. Prior experience supervising others is preferred. Experience in a church office setting is preferred, and prior experience at a United Methodist church would be helpful. A background in Human Resources would also be helpful.
Or equivalent education and/or experience.

-Knowledge, Skills, Abilities, Attributes, and Qualifications:

- Strong computer skills in programs such as Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Realm ChMS, Google Calendar and the ability to learn software packages such as Planning Center, Mail Chimp, Survey Monkey, Constant Contact, and others.
- Ability to update the church website and to compose social media postings.
- Ability to operate all office equipment independently, including, but not limited to, telephone, computer, copier equipment, and publishing equipment.
- Ability to multi-task and handle interruptions well.
Good verbal and written communication skills.
- Must be able to relate well to church members, church staff, vendors, visitors, and others.
- Social maturity including the ability to maintain confidentiality.
- Ability to work autonomously with minimal supervision and direction.
- Ability to work as part of a team.
- Strong work ethic and sense of responsibility; willingness to put in extra hours depending on job demand.
- Willingness to embrace our church mission statement: "To love as we are loved, to bless others as we have been blessed, and to teach all nations as we have been commanded. Love—Bless-Teach."
- Notary Public

ESSENTIAL DUTIES AND RESPONSIBILITIES:

-General Organization/Management:

- Organize the church office so that it is effective and efficient in the accomplishment of the office tasks.
- Manage communications on behalf of church in a respectful manner, including email, social media, electronic sign, phone, walk-ins, US mail, etc.
- Respond to email and voice mail messages on a daily basis.
- Maintain the church calendar and schedule functions and meetings in church space.
- Store and secure administrative records.
- Update pastoral care board and visitation team regarding hospitalizations & illnesses.
- Assign keys and issue equipment, whenever borrowed
- Recruit and train office volunteers.
- Deliver mail to the post office.
- Meet with lead pastor at least once a week and help manage pastor's schedule to assure that time is spent where needed to move the church forward.
- Maintain church records of membership, baptisms, and other matters.
- Complete reports required by the Southwest District and Texas Annual Conference.
- Facilitate Charge Conference and Report Day reports.

Other duties may be assigned as the mission and ministry of the church dictate.

-Reports to: Senior Pastor while working in collaboration with Finance and Facilities Managers.

Part-Time; 30 hours per week. Office hours: Monday-Friday, 9:00 a.m. – 4:00 p.m. This includes a one-hour non-paid lunch break. Eligible for paid holidays and vacation days.

To apply, send a letter of interest, a resume, and salary requirements to Pastor Irv White at irv@ashfordumc.org. Applications will be accepted until the position is filled.