

Position Title: Administrative Assistant
Reports To: Senior Pastor
FLSA Status: Non-Exempt, Part Time Hourly
Hours Per Week: 27

Job Summary:

The Administrative Assistant will develop and maintain a joyful office ministry at Dove of the Desert United Methodist Church, providing critical support to church leadership, members and ensuring smooth office operations.

Education and Experience:

- **Education:** High school diploma required; education beyond high school is preferred.
 - **Experience:** Prior experience working with phones and computers is required.
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Qualifications:

- A strong and growing personal relationship with Jesus Christ.
 - Teachable and eager to develop skills and abilities, with a capacity to learn new systems.
 - Self-motivated and able to take initiative.
 - Passionate about supporting the ministry through office work.
 - Excellent verbal and written communication skills.
 - A team player with strong interpersonal abilities.
 - Ability to handle confidential information with discretion.
 - Must pass a background check.
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Essential Duties and Responsibilities:

- Support various staff projects.
- Welcome and assist members and guests in the church office.
- Serve as the primary contact for phone inquiries and front office communications.
- Coordinate new member classes.
- Assist the Office Manager with preparing weekly bulletins, announcements, inserts, and the monthly newsletter.
- Print weekly bulletins and other print projects as required.
- Provide primary administrative support to the pastors.
- Collaborate with church staff and participate in regular staff meetings.
- Prepare membership-related materials.
- Coordinate materials for Church/Charge Conferences.

- Report vital church information to the Desert Southwest Conference.
 - Prepare year-end report documents.
 - Serve as a backup for the Financial Secretary and Office Administrator when needed.
 - Attend Church Council meetings, record, and prepare meeting minutes. (Every Third Thursday evening)
 - Support volunteer coordination efforts.
 - Perform other duties as assigned by the pastors.
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Compensation and Benefits:

The Administrative Assistant is a part-time, non-exempt (hourly) position at Dove of the Desert United Methodist Church. Compensation includes:

- Hourly paid bi-monthly.
 - Vacation leave and other benefits in accordance with the Policies and Procedures Manual.
 - Time for continuing education as agreed upon with the Staff Parish Relations Committee, with financial support from the church for approved activities.
 - Additional compensation may be considered based on performance and available funding.
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Work Environment:

This role is performed fully in-office. Office working hours are Monday–Thursday 9:00 am – 3:00 pm and Friday 9:00 am–Noon. The work environment is supportive and accommodating to individuals with disabilities, with reasonable accommodation available for performing the essential duties of the role.

To apply:

Please email resume to DoveSPRC@doveofthedesert.com.