



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Administrative Secretary (DK-121719-01)

Location: Marion, Illinois

Salary: \$12.00 per hour

Job Description

Aldersgate United Methodist Church is seeking candidates for an Administrative Secretary position to coordinate daily office activities and be responsible for the secretarial needs of the lead pastor and church. This position reports to the Lead Pastor and Church Administrator, and supervises Lay Volunteers. This is a full-time position, working approximately 32 to 37 hour per week.

Essential Functions:

- Secretary to the Lead Pastor.
- Schedule meetings for the Lead Pastor as directed.
- Oversee official correspondence from the church or pastor.
- Keep the Lead Pastor informed of all necessary information.
- Meet at least weekly with the Church Administrator and Lead Pastor to go over calendar and job expectations.
- Coordinate the joining of new members and baptisms, maintain files and records.
- Maintain files for pastor and church.
- Keep official records for the church.
- Regularly attend weekly staff meetings.
- Other duties as assigned by the Lead Pastor.

Other Functions

There is a need to work closely with the pastors to assure that they are informed of church happenings, upcoming meetings and any concerns of the church and staff. Candidate must always be flexible and willing to help both congregation and other staff as needed.

- **Daily:** Check the calendar and affirm that pastor and other staff know the daily and weekly schedule. Coordinate with pastor any correspondence, telephoning, meetings, etc. that are needed for the day. Keep informed of the pastor's schedule and priorities for the day. Schedule all church calendar activities. Schedule appointments for the pastor as needed. Maintain files and give any direction to the financial/recording secretary needed.
- **Weekly:** Prepare and produce the bulletin master for all services that week as required. This needs to be done no later than Thursday. Update all membership records and attendance records.

- **Annually:** In conjunction with other staff, coordinate the compilation of the Annual Charge Conference Report Forms. Watch for and handle seasonal duties that go with the church year.

Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office, Canva, Excel, QuickBooks or equivalents, Internet, and e-mail
- Be able to handle multiple tasks at the same time
- Good time management and organizational skills
- Good skills in oversight and supervision
- Excellent communication skills
- Detail oriented
- Ability to work with boards and committees

Minimum Qualifications:

It is essential that the Administrative Secretary be in agreement with our Mission Statement, understands the needs of a growing larger church and is willing to serve as a ministry team member in achieving the goals of this congregation.

- Deep commitment to Jesus Christ, discipleship and evangelism
- Gifts of administration, encouragement
- Minimum of 3+ years of experience in related field

Other responsibilities:

- Answering the telephone, taking messages, and handling inquiries.
- Recruit and train volunteers to help in the office.
- Keep web-based calendar up to date.
- Keep various databases up to date.
- Inventorying of supplies and reordering as needed.
- Work with committee members/teachers/volunteers to ensure all activities flow smoothly.
- Send meeting/volunteer reminders.
- Coordinate Wednesday meal volunteer schedules.
- Screen assistance calls and make recommendations to the Pastor. Check with Marion Ministerial Alliance (MMA) as required. Refer to other social service organizations as applicable.
- Schedule the “All Calls” automated phone system.
- Keeping information table info up to date.
- Preparing attendance record sheets for Sunday school classes/Small Groups.
- Shows integrity, keeps confidences, and displays graciousness.
- Assist with coordinating sign-up lists for Collins Event, Small Groups, etc.

All responsibilities are carried out with the awareness that the Lead Pastor is the “executive director” of the local church in the United Methodist system and is accountable before God and the Bishop for all ministry operations of the church and its staff.

Requirements

High School diploma or GED is required.

How to Apply

This employment opportunity is available at no cost to you! To apply, contact:

Pastor Lance Leeds
Aldersgate United Methodist Church
1201 North Fair Street
Marion, Illinois 62959

Phone: 618-997-6065

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