

ST. MARK'S UNITED METHODIST CHURCH **ADMINISTRATIVE ASSISTANT FOR HOSPITALITY**

Accountable to: Administrative Services Team Leader

Description: *The Administrative Assistant for Hospitality welcomes people in the church office, and leads the staff and congregation in reaching out to new people, creating a welcoming atmosphere for newcomers, and educating and integrating new people into the life of the church.*

Purpose: To serve the church as a team member supporting the identified priorities of St. Mark's by providing a warm welcome to callers and visitors, providing general clerical assistance in the front office, coordinating new member process, and working with Church Growth and Hospitality to invite, welcome and integrate new people into the life of the church.

The work of the Administrative Assistant for Hospitality supports the church in addressing its identified priorities of:

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems, which are supporting and nurturing our ministry, and to relinquish those systems which no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

Primary Duties and Responsibilities:

A. Office administration responsibilities

1. Receive incoming calls/greet and welcome visitors, answer questions and provide information whenever possible. Take complete and accurate messages and route calls/visitors to appropriate staff members.
2. Provide clerical assistance to other staff members, committees and volunteers upon request.
3. Coordinate office supplies inventory and ensure office equipment is well-maintained and serviced.
4. Sort incoming mail.
5. Operate office machines.
6. Attend regular staff meetings and take minutes.
7. Maintain registration (names and funds) for activities at the church.
8. Maintain inventory of registration pads for Sunday attendance.
9. Create/publish monthly birthday and anniversary lists.
10. Maintain/publish membership and e-mail directories.
11. Periodically tidy/change bulletin boards.
12. Maintain general neatness/organization of the office.
13. Cooperate with the Admin. Services Team Leader, Pastoral Staff and SPRC by performing any other reasonable duties when asked to do so.

B. Hospitality responsibilities

1. Work closely with Church Growth and Hospitality Committee to develop and carry out ministries of growth and hospitality.
2. Attend committee meetings.

3. Coordinate the sale, ordering and distribution of logo products.
4. Coordinate volunteers for Coffee Hour, including arranging for substitutes and recruiting and training new hosts.
5. Monitor visitor system
 - a. Review weekly the visitor list.
 - b. Track “wish to join” and send acknowledgement notes
7. Write Messenger articles as needed.
8. Use technology to enhance above hospitality items.
9. Coordinate current successful community outreach events, such as the Oro Valley Holiday Parade. Work in cooperation with Outreach and Communications Coordinator on community outreach events.

C. Coordinate new member process

1. Provide leadership and management for the new member process
 - a. Send Exploring Membership invitations
 - b. Coordinate Exploring Membership classes, including scheduling, arranging for leaders, and providing leadership as needed
 - c. Produce publicity for Exploring Membership classes
 - d. Write new member bios for Membership Sunday
 - e. Determine and recruit sponsors
 - f. Manage reception of new members into the church
 - g. Send extra vow info
 - h. Create new member insert for Messenger

2. Assist new members in becoming integrated into the life and ministries of the church.

Qualifications:

.Intermediate to advanced level of communications and administrative skills, typically associated with a minimum of 3-5 years of administrative and clerical experience. Proficiency in office and graphics software systems is necessary (including Adobe Creative Suites and/or Microsoft Publisher), as well as familiarity with Microsoft Office.

.Familiarity with Android or Apple mobile devices

.Able to articulate well verbally and in print.

.Able to work well with staff teams and volunteers to accomplish tasks and projects.

.Demonstrated ability to connect and build relationships with people; socially outgoing and people oriented.

Physical Requirements & Skills:

1. Sedentary work requirement, with constant (more than 2/3 of the time) handling, hearing, seeing, and sitting.
2. Frequent (1/3 to 2/3 of the time) fingering, keyboarding, talking, video display terminals.
3. Occasional (up to 1/3 of the time) walking, bending/stooping,

Environmental Conditions: Work is predominately inside and generally provides protection from weather conditions but not necessarily from temperature changes.

This position is 30 hours per week, and is eligible for benefits. It may include occasional evening or weekend activities.

Approved 1/12/16