

## Sherwood Forest Administrative Assistant Job Description

Submit applications to: [mike.nelson.hrpro@gmail.com](mailto:mike.nelson.hrpro@gmail.com) & [bsloan@wnccumc.net](mailto:bsloan@wnccumc.net)  
Monday – Thursday, 9a-2p, 20hrs/wk, \$18-\$22/hr (based on skill & experience)

This position is under the supervision of the pastor with annual performance evaluation by the pastor and the staff/pastor parish relations committee. Specifically, this position requires excellent computer skills and the ability to communicate and accommodate requests for church members and visitor with discretion.

### Creative Works

- Maintain Sherwood Forest's website with up-to-date information (Newsletter, bulletin, videos).
- Update social media (Facebook and Instagram) with up-to-date social media posts.
- Edit YouTube videos on our channel and post them to website.
- Put together weekly worship slides.
- Create the weekly bulletin with materials from the Pastor. Make copies for worship. Post on the website. Mail copies to our homebound constituents.
- Create a monthly newsletter. Email to distribution list. Print copies for pickup. Mail copies to homebound constituents. Send out weekly emails with upcoming events.

### Administrative Works

- Send out schedules for volunteers (such as scripture readers and lay leadership) and sending them the appropriate information (such as readings and the bulletin).
- Communicate with other organizations and news outlets to share event information.
- Build and update the directory with deaths, births, etc. and print quarterly.
- Maintain current membership records.
- Send and respond to requests for membership additions, transfers or withdrawals.
- Keep records of office purchases such as credit card use. Provide invoices/receipts to financial administrator.
- Keep records of Sunday school attendance, worship attendance, and online viewing of worship services. Gather estimated attendance for all church events for reports.
- Answer the door and phone calls. Follow up with voicemails.
- Route U.S. mail and deliveries to appropriate people.
- Maintain church calendars with activities and facility use requests.
- Coordinate facility use requests with the committee.
- Complete Charge Conference, Statistical and End of Year reports with the assistance of the pastor, committee leaders, and financial administrator.
- Update church information on conference website as needed.

### Congregational Works

- Follow up with visitors when visitor cards are filled out.
- Update the prayer and praise list with assistance from the Prayer Team leader.
- Creating sign-up sheets for Community Dinners and other occasions.

### In collaboration with the Church Leadership:

- Maintain up-to-date list on repairs and supplier vendors. Notify the Building Maintenance leader of all necessary repairs.
- Maintain and direct all inspections and service calls.
- Coordinate all facilities use requests with the Facilities Use Committee. Send the appropriate forms to requestor. Forward completed forms to the committee for review and approval.
- Order office and church supplies as needed.
- Other duties as appropriate.