



7010 Harrison Lane
Alexandria, VA 22306

Job Description:

The Administrative Assistant is responsible for the administration of the church office at Woodlawn Faith United Methodist Church. He/ she will provide administrative support to the Pastor and on occasion to the Chairs of the various committees, prepare verbal/ written communication and provide a welcoming office atmosphere. Additionally, maintain a high level of confidentiality. This position requires a background check.

Overview: :

Must be pleasant, discreet, tactful, and capable of honoring confidential communications.

Must have general knowledge of all office equipment and supplies and a willingness to further their training (if necessary).

Must show a willing attitude of Christian service to their position and its responsibility.

Must possess good telephone and communication skills.

Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.

Perform general office work, under the supervision of the Pastor and cooperation with other staff.

Summary of Key Responsibilities:

Answer the phone and screen calls for Pastor per his/her direction.

Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.

File sermons, reports, correspondence and other assigned materials.

Exercise tact, courtesy, confidentiality and diplomacy in receiving callers, in person or by telephone; keep calendar of appointments.

Transcribe dictation; type letters or other documents as needed; use word processing equipment as required.



7010 Harrison Lane
Alexandria, VA 22306

Edit and prepare weekly bulletins and other documents as requested.

Make outgoing calls such as ordering materials or supplies; pick up supplies as needed.

Photocopy documents and assemble as needed.

Do routine letters and documents as needed/ requested.

Keep accurate church records, (e.g. church members, prospects, calendar, etc), working in cooperation with the Pastor and other staff.

Perform other duties as assigned by the Pastor/ other staff (under the direction of the Pastor).

Qualifications/ Experience:

At least a high school diploma

Experience with Microsoft Office, including Word, Excel, PowerPoint, and ability to work with graphics.