

Administrative Assistant
Southport United Methodist Church

Mission: To make disciples of Jesus Christ for the transformation of the world.

Vision: Everyone is sharing God's grace and hope through Jesus Christ in their 24x7 lives so that we are making disciples of Jesus Christ for the transformation of our community and the world.

Reports to: Church Administrator

Type of Position: Monday through Friday | 35 hours per week

General Summary of Job

The Administrative Assistant serves as the welcoming and organizational hub of Southport United Methodist Church. This position is often the first point of contact for members, guests, and the community, providing hospitality, administrative support, and coordination that helps the church fulfill its mission of making disciples of Jesus Christ for the transformation of the world.

Through professionalism, warmth, and strong administrative skills, this role supports staff, ministry teams, and church operations while helping people connect, grow, serve, give, and go.

Key Responsibilities

Hospitality & Front Desk Support

- Greet visitors and members with warmth and professionalism
- Answer incoming calls and emails, providing assistance or directing inquiries appropriately
- Serve as a welcoming presence that reflects the values and mission of the church

Administrative & Office Support

- Maintain the church calendar and coordinate room scheduling
- Prepare correspondence, mailings, and documents for staff and ministry teams
- Purchase office supplies, curriculum, and ministry materials as needed
- Assist staff and ministry leaders with administrative projects and tasks

Communications & Publications

- Support church communications including website updates, social media posts, and publicity for events
- Produce and distribute the weekly and monthly newsletter
- Create flyers, brochures, and promotional materials for programs and special events

Childcare & Program Administration

- Assist with childcare-related administrative tasks, including billing, statements, attendance records, and required documentation
- Maintain records in compliance with state and licensing requirements
- Communicate with parents regarding administrative or billing matters as needed
- Provide general office support for the childcare ministry and assist with coverage when necessary

Financial & Records Support

- Process accounts receivable and billing statements as assigned
- Prepare and distribute annual tax and tuition statements
- Maintain organized and accurate records for church and program use

Team & Ministry Support

- Collaborate with church staff to support the overall ministry of the church
- Assist with special projects and seasonal needs
- Support a healthy, cooperative staff culture focused on shared mission

Qualifications

- Friendly, professional, and welcoming demeanor
- Strong organizational and multitasking skills
- Ability to learn and use office technology and church management software
- Clear written and verbal communication skills
- Ability to work collaboratively with staff, volunteers, and the congregation
- Commitment to the mission and ministry of Southport United Methodist Church

Additional Notes

This job description is intended to describe the general nature and level of work being performed. Duties may be modified as ministry needs evolve.