

Administrative Assistant for Missions and Outreach
Brentwood United Methodist Church
Brentwood, Tennessee

Inquiries: Submit Resumes and Inquiries to hr@bumc.net
For more information – www.bumc.net/employment

Reports To: Pastor and Director of Missions and Outreach

Ministry Description: Provides administrative support to the Missions & Outreach department.

Qualifications and Skills:

- Competency in Word, Excel, Access, Publisher, Power Point, Outlook and ability to learn other computer programs quickly and use them proficiently (examples: child sponsorship platform, web page editing, facilities scheduling, and database management).
- Excellent organizational skills with a strong attention to detail and ability to multi-task, prioritize and manage time.
- Great communication skills – verbal and written
- Ability to handle sensitive information with the highest degree of integrity and confidentiality.
- Enjoys a team environment and a job they can build, grow, and evolve
- Three (3) to five (5) years of administrative office experience
- Associate or Bachelor's Degree preferred

Classification: Non-Exempt

Work Schedule and Hours: 40 hours per week schedule, full-time.
8:00AM - 4:30PM, Mondays through Fridays

Days and schedules may vary depending upon ministry and staff needs in consultation with supervisor.

Responsibilities:

DEPARTMENT DUTIES:

- Assist with the BUMC South Africa Outreach providing support for child sponsor
- Prepare communication materials for church-wide publication to include weekly bulletin announcement, newsletter articles, web-site and social media information
- Support mission trips by preparing forms, travel authorizations, correspondence and documentation.
- Coordinate publication of Missions and Outreach calendars and annual reports

ADMINISTRATIVE DUTIES:

- Prepare meeting agendas, documents, and take minutes at meetings as requested
- Prepare materials for events and projects (flyers, mailers, etc.)

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- Facilitate communications (phone, newsletter, email, and thank you notes) with church volunteers, staff, and outside groups
- Reserve and setup promotion tables, and coordinate with volunteers to schedule meetings and outreach project resources
- Other administrative duties such as answering phones, responding to emails, manage bulk mailings, compile surveys
- Assist with administrative tasks related to the semi-annual KidSale event
- Provide backup support for BUMC receptionist in cooperation with other administrative staff

FINANCIAL & DATABASE DUTIES:

- Maintain volunteer contact information and participation using BUMC Arena database software
- Prepare invoices and purchase requisitions, compile expense reports, reconcile credit card statements and other financial duties as requested
- Assist in compiling grant applications, track disbursement schedule, and prepare department expense reports.