



## **Job Description: Administrative Assistant / Social Media Director**

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*Our purpose at The United Methodist Church of Macedonia is to Love, Praise and Glorify God. The Administrative Assistant (A.A.) will often be the first and most frequent contact people have with our staff and leadership and must be able to keep our Purpose central to the work that we do.*

### **Reports to:**

- Senior Pastor

### **Guiding principles:**

- To Love Praise and Glorify God;
- Be an example of our principles: Humility, Grace, Prayer, Love, Compassion and Service.
- Maintain the confidentiality of all matters and those involved;

### **Job Responsibilities: Administrative Assistant**

Typical responsibilities, other responsibilities may be added when deemed appropriate:

- Be in the church office during normal business hours as determined by the Senior Pastor;
- Attend monthly Unified Church Board meetings and record the minutes;
- Attend other meetings as assigned by the Senior pastor or Unified Church Board;
- Facilitate communication within our congregation and leadership and between our congregation and the public.
- Maintain accurate church calendar of events, coordinating events and notifying Senior Pastor of any scheduling conflicts or problems;
- Be aware of the Senior Pastor's schedule always and how to contact him when necessary;
- Additional support as needed by the Senior Pastor;

### **Job Responsibilities: Social Media Director**

- Establish, grow and maintain the United Methodist Church of Macedonia's online and building messaging for our congregation and in our community.
- Evaluate what is currently in place, make recommendations to Senior Pastor and Unified Church Board;
- Implement a strategy that will attract new congregants, inform our current congregants and increase community awareness of UMC Macedonia

**Minimum qualifications:**

- Prior experience working in an office environment required;
- Proficiency with Microsoft Office programs (Word, Excel, Publisher, Power Point, Outlook, etc.);
- Maintain proper office etiquette and confidentiality of all matters;
- Experience in social media design and strategy a plus;

**Compensation and benefits:**

- Full time position;
- Salary and benefits at the discretion of the Senior Pastor and Unified Church Board.