

## **St. John's UMC is seeking a PT Administrative Assistant/Technology Specialist**

St. John's United Methodist Church is seeking qualified candidates for the position of Part-time Administrative Assistant/Technology Specialist.

The Administrative Assistant/Technology Specialist performs diverse and confidential secretarial, administrative, and technology/media duties for the ministry team of the church. This includes managing activities of the church office, supporting communications, and providing basic IT and worship-technology support related to the church's operation. The Administrative Assistant/Technology Specialist reports to and is supervised by the Church Pastor. Background checks and child safety clearances are required.

### **Key Responsibilities**

#### **Administrative & Secretarial Support**

- Prepare, format, and produce the Sunday bulletin each week and materials for special services (including inserts and worship aids).
- Design, edit, produce, and distribute the church newsletter (including managing deadlines; assembling submitted materials; composing/editing content; and using appropriate design/artwork).
- Type and prepare correspondence as directed by the pastor (e.g., letters to visitors, pastoral correspondence, committee/officer correspondence, thank-you notes).
- Maintain current mailing lists and other contact lists for members, friends, and affiliated groups.
- Answer the church phone, take appropriate messages, and serve as receptionist during office hours.
- Maintain church files and records, including updating membership lists as directed.
- Maintain office supply inventory and reorder supplies as needed.

#### **Technology & Media Support**

- Prepare and operate worship technology, including presentation slides (PowerPoint or equivalent), and other worship/service media support as directed.
- Record/produce worship services and other content as requested; upload/post content to the church's approved online platforms (e.g., YouTube) and assist with basic website and social media updates.
- Advertise church events online and post devotional/communication content as directed.
- Provide basic IT troubleshooting and support for office, internet, A/V, projector, software functionality, and timely updates.
- Be available to assist the pastor and church leaders with technology-related questions and issues.

- When unavailable due to vacation or approved absence, arrange a qualified substitute for time-sensitive responsibilities (especially worship technology needs), as applicable.

### **General Qualifications and Position Requirements**

- Displays evidence of an abiding faith in Jesus Christ, possesses and maintains high Christian moral and ethical standards.
- Possesses excellent communication skills and works effectively, cooperatively and positively with people of all ages and stations in life.
- Initiates and monitors own progress and dependably and successfully completes tasks on his or her own.
- Practices fiscal responsibility by handling money and fiscal matters appropriately and securely.
- Encourages and supports other staff as a valued team member.
- Comfortable providing basic IT, A/V, and communications-platform support (software, hardware, media systems, internet, and social media platforms).
- Maintains confidentiality.
- Organizational Skills: Ability to manage multiple tasks, prioritize work, and meet strict deadlines.
- Communication Skills: Excellent verbal and written communication, professional phone etiquette, and interpersonal skills.
- Technical Proficiency: Familiarity with office software (e.g., MS Office Suite, Excel, email systems) and office equipment.
- Attention to Detail: Accuracy in handling documents, scheduling, and reporting.
- Professionalism: Self-motivated, reliable, and capable of maintaining confidentiality.

### **Position Requirements**

- A minimum of a high school diploma with additional formal education and training preferred.
- Ideal candidates will possess demonstrated knowledge and experience with information technology and supporting communication platforms and basic office IT systems, software and hardware.
- Work schedule – 10-15 hours per week M-Sun with occasional evening hours
- Compensation: \$15–\$25/hour DOE.
- While the ideal candidate will have additional technology skills and experience, otherwise well-qualified and experienced candidates will be considered.

Qualified candidates should submit their resume to [troyalansherwin@gmail.com](mailto:troyalansherwin@gmail.com) 717-580-0010

### ***About St. John's United Methodist Church***

Located at 165 Firehouse Road, Grantville, PA. Our vision is “That all may know Jesus and grow in God”