



## Thornton Heights UMC Administrative Assistant Job Description

[ThorntonHeightsUMC.org](http://ThorntonHeightsUMC.org) 100 Westbrook St. South Portland, Maine

**Hours:** 8-10 hours per week (weekly schedule is negotiable)

**Supervision:** Position reports to the Pastor and the Staff Parish Relations Committee

**Compensation:** Hourly; pay negotiable based on experience and qualifications

### Overview:

The Thornton Heights United Methodist Church in South Portland, Maine is seeking an organized and detail-oriented office assistant with a professional and warm demeanor. The assistant will need to work with minimal guidance and effectively communicate with a wide variety of people within and outside the church. The optimal candidate is comfortable multi-tasking and adept at learning new technologies.

### About Us:

Our church's mission is to connect people with the love of Christ in the South Portland area and beyond. With Jesus as our example, we focus on welcoming those on the margins such as the homeless, low-income families, asylum seekers, LGBTQ+ and Native Americans.

### General Duties and Responsibilities:

- Present positive, professional and warm image
- Maintain the church database, ensuring accuracy of records
- Respond to inquiries by phone and email in a professional and friendly manner.
- Attend to visitors and provide assistance as needed
- Screen calls and visitors according to pastor's schedule
- Maintain and communicate the online church calendar
- Prepare and print materials for church services, events and meetings
- Reminder texts, emails and calls for meetings and events
- Statistical reporting to denomination
- Ensure church compliance with regulations (CCLI, state, federal, etc.)
- Webpage and social media updates
- Maintain and organize office including mail, files, digital docs, building keys and printers
- Monitor inventory and order office supplies and church materials
- Coordinate with church volunteers for various tasks and events
- Ensure sanctuary, bathrooms and kitchen are stocked with necessary supplies
- Create and maintain guest packets, name tags, posters and other materials
- Perform other clerical duties as needed

### Qualifications:

- High school diploma or equivalent
- Strong organizational skills and ability to multitask
- Proficient in Google apps (e.g., Docs, Sheets, Calendar, Forms, Drive)
- Excellent hospitality and communication skills, both written and verbal
- Ability to work independently and manage time effectively
- Aptitude for handling confidential information with discretion
- Experience with church administration preferable

### To Apply:

Please submit your resume and a brief cover letter detailing your interest and relevant experience to [Hiring@ThorntonHeightsUMC.org](mailto:Hiring@ThorntonHeightsUMC.org)