

New Philadelphia First United Methodist Church Administrative Assistant staff opening:

Our mission is to make and mature disciples of Jesus Christ for the transformation of the world.

The **Administrative Assistant** is responsible for coordinating administrative activities of the church in support of the pastor, staff, and volunteer leadership. Based at the front desk, this position is the primary connection to the congregation and community. Tasks include correspondence, volunteer coordination, committee support, facility schedule management, membership database upkeep, purchasing, and other administrative procedures, as needed. Skills needed include Microsoft Office (including PowerPoint), multi-line telephone, and experience with policies and procedures, graphic design, and comfort learning new software programs. In addition, the Administrative Assistant may develop graphics and signs for worship and special events.

Please forward a letter of interest with description of skills and experience to office@npfirstumc.org by Friday, July 5, 2019. New Philadelphia First UMC is located on West High Ave. in downtown New Philadelphia.