



Position: Administrative Assistant for
Spiritual Formation and Mercy and Justice
Department: Administrative Staff
Supervisor: Associate Pastor (TBD)

FLSA Status: Salaried Non-Exempt
Full/Part: Full-Time
Created: December 2024

Administrative Assistant for Spiritual Formation and Mercy & Justice

West End United Methodist Church (WEUMC) is currently seeking an experienced Administrative Assistant for our Spiritual Formation and Mercy & Justice ministries. You must be creative, detail-oriented, and enjoy working in an environment that is mission-driven and community-oriented. The ideal candidate will have strong verbal and written communication, administrative, and organization skills, a calm and pleasant demeanor with a compassionate heart, and the ability to balance multiple priorities.

WEUMC is a large church with a growing congregation located in Midtown Nashville, adjacent to Vanderbilt University. We welcome and celebrate the gifts God has given to everyone: every age, race, gender identity, sexual orientation, economic and family status, ethnicity, and mental and physical ability. If you are passionate about your community, helping others, and are looking for a fulfilling new role, we want to meet you!

Principal Functions:

This position provides administrative support for the Spiritual Formation team, for Mercy and Justice, and other ministry areas as needed so that staff members and membership receive accurate information in a timely manner.

Regular Duties as Administrative Assistant:

- Make reservations and deposits to offsite facilities to hold events
- Submit all forms required by the Operations office (ex. equipment needs, bus requests, etc.)
- Ensure that all drivers for Spiritual Formation are authorized by the Property office
- Submit and maintain purchase orders for ministry areas
- Order supplies and curriculum for ministry areas
- Answer parent inquiries regarding event and activity details
- Collect Sunday School topics for Adult Spiritual Formation
- Help cover the front desk when receptionist is on break or absent
- Regular and reliable attendance at job site
- Other duties as assigned

Regular Duties as Assistant for Pastor of Spiritual Formation:

- Coordinate meals for on-campus church programming (ex. Wednesday night supper)
- Create and maintain rosters for Sunday School classes and small groups
- Ensure that all Sunday School classrooms are in working order week-to-week
- Order curriculum resources for Sunday School classes

- Assist the Spiritual Formation team in the planning and preparation for any unique programming (ex. Summer Sunday School)
- Provide administrative support in planning, preparing, and ensuring all documentation is in order for any Spiritual Formation retreat
- Work alongside the Pastor of Spiritual Formation and designated lay leader in resourcing the Bowen Library

Regular Duties as Assistant for Youth:

- Produce information packets and other materials including bi-monthly newsletter
- Create and maintain rosters for mission trips, retreats, and other events
- Ensure that all forms and paperwork are in order prior to youth trips
- Maintain current data base of active youth, including current health forms and insurance information, notarized documents, exporting from ACS to Outlook's ever changing email groups
- Update the weekly Youth news and send to parents and youth
- Send birthday cards to youth monthly
- Receive payments and make weekly deposits (as needed) to finance office for youth ministry

Regular Duties as Assistant for Children:

- Maintain children's worship carts by printing weekly children's bulletins and replenishing fidget toys, books and crayons as needed
- Order and copy Sunday school curriculum
- Order and maintain supplies (ex. paper goods, resource room)
- Little lamb ministry including roses
- Assist with large printing jobs
- Provide assistance with children's ministry mailings (postcards, etc.)
- Assist with children's ministry events including advent wreath workshop, child-led Christmas Eve service, Easter egg hunt, VBS, confirmation, etc.
- Children's visitor follow up
- Handle catering orders for children's ministry
- Maintain climbing wall waivers and medical release forms

Regular Duties as Administrative Assistant to Mercy and Justice Ministries

- Write letters to entities to accompany benevolence checks
- Be proficient in utilizing community resources such as *Where to Turn in Nashville* and *211* to direct people seeking financial assistance
- Communicate with partner organizations at the request of the Pastor of Mercy and Justice
- Manage the Alternative Gift Catalog (AGC)
- Communicate with AGC organizations to update the gift catalog each year and create letters to accompany AGC checks
- Assist Pastor of Mercy & Justice and Property Operations Manager on sustainability projects for the church
- Provide administrative support (e.g. correspondence, copies, maintain spreadsheets)
- Manage schedules for volunteers and send reminder emails to volunteers for Room in the Inn and Quiet Place.
- Assist with travel arrangements for special projects
- Create Mercy and Justice newsletter

Job Specifications:

- Solid interpersonal skills using tact, diplomacy and confidentiality
- Ability to shift between changing priorities, working with accuracy and speed
- Ability to listen, learn and communicate effectively
- Pleasant and calm demeanor
- Focus, discipline and ability to self-direct work with minimal direct supervision
- Computer literacy in Microsoft Office Suite (esp. Excel and Word), Google Mail with speedy and accurate data input skills
- Church Membership Directory Database

Working conditions:

- Light physical activity performing, non-strenuous daily tasks of an administrative nature with moderate noise. Well-lit, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Physical Demands: To coordinate work, ability to sit for long periods of time, able to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms (occasionally overhead), stoop, kneel, talk to and hear staff and visitor requests, and occasionally lifts, carries, or otherwise moves and positions objects weighing up to 30 pounds. Light physical activity performing non-strenuous daily activities of an administrative nature, using close vision with moderate noise.
- Continuous work on a computer to carry out daily tasks.
- Ability to use general office equipment to include but not limited to multi-function copier, automated folding machine, multifunction printer, fax machine, and postage machine.

Schedule: Monday through Friday, Day shift

Full/Part: Full-Time

FLSA Status: Salaried Non-Exempt

Location: Midtown/Vandy area - 37203