

Cliftondale United Methodist Church
4095 Stonewall Tell Rd.
College Park, Georgia 30349

Cliftondale United Methodist Church is seeking to hire a part- time, **Executive Assistant to the Senior Pastor**

The successful candidate will have a 28-30 hour flexible weekly schedule and the following skill sets:

PROFICIENT KNOWLEDGE in MAC software (pages, numbers, keynotes) and MS Office for MAC (word, excel, power point, publisher) Google calendar, email, multi-line phone system, MAC computers, and office equipment (copier, printer, fax, projector).

EXPERT KNOWLEDGE of Facebook, instagram and twitter is essential. PRIOR KNOWLEDGE of Church Windows software helpful, but not required.

JOB DESCRIPTION

Performs administrative duties for the Senior Pastor. Responsibilities include screening calls; filing, managing multiple calendars; making travel, meeting, and event arrangements; creating brochures, power point presentations and church bulletins; updates website and social media sites; coordinates ministry schedules and activities, places orders for church supplies and services. Manages membership and donor databases. Performs administrative and office support activities for multiple church ministries. Others duties as assigned by senior pastor. Sensitivity to confidential matters is required.

Requires excellent customer relations skills, strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, extensive knowledge of database and project management software and the ability to work well with all levels of church members and staff, outside clients and vendors.

Qualified candidates email resumes to: cliftondale.pastor@gmail.com