



Job Description for **Executive Assistant & Office Manager**

Reports to: Senior Pastor | Status: Part-Time

Ministry Overview and Church Brief:

Dalton First United Methodist Church is seeking an individual who nurtures a rich spiritual life to provide executive assistance to the Senior Pastor and oversee the church offices. This leader will maintain the church calendar, coordinates special events and projects, publish church communications, and maintain office files. This role will be required to exercise creativity and sound judgment without close supervision and possess expertise in computer applications (such as Word Publisher, Excel, Constant Contact, and church database).

Dalton First United Methodist Church is a storied congregation with a legacy of ministry spanning more than 175 years. The strong and large congregation is located in Dalton, Georgia. Dalton is a vibrant community considered by many as "The Flooring Capital of the World" and "Soccer Town, USA." As a United Methodist Church, we exist to "Make Disciples of Jesus Christ for the Transformation of the World" and our philosophy for all ministries is "Open Hearts, Open Minds, and Open Doors." We embrace new wineskins while building on deep foundations of ministry. We seek to share the Gospel and expand God's Kingdom by bringing grace to the community to which God has called us.

Essential Functions:

Executive Assistant to the Senior Pastor

- Aid in the coordination of the Senior Pastor's calendar and schedule appointments.
- Track birthday, anniversaries and other special moments to aid the Pastor in acknowledgment and shepherding.
- Maintain ongoing list of prayer concerns, deaths, births, and requests for baptism.
- Plan and oversee various events.
- Create communications and accomplish other tasks as requested from the Senior Pastor.

Office Manager

- Assist in the organization and communication of special events (VBS, Easter Egg Chase, etc).
- Manage and publish the Church Calendar.
- Input data and process reports in Realm.
- Oversee the The Chimes and Sunday Worship Guide weekly publications.
- Produce special Worship Guides as needed for funerals and other special events.
- Send reminders to Committees and Teams to aid their efficiency.
- Coordinate annual Stewardship Campaign alongside the Finance Director.
- Serve as the direct report for the Church Receptionist.
- Manage office supplies and maintain office equipment.

Other Responsibilities:

- Participate in weekly tactical ministry staff meetings.
- Participate in quarterly strategic ministry staff meetings.
- Participate in continuing education opportunities.
- Be a life-giving and engaged participant in standing church programs and worship services, and other duties as assigned.

Minimum Requirements:

- Embrace the Mission, Vision, Values and Strategy of Dalton First United Methodist Church.
- Familiar and comfortable with Wesleyan Theology
- Passion for engaging and nurturing children, students and their families.
- Flexibility in hours and scheduling.
- Successfully pass background check and drug screening.

Core Competencies:

Self-starter: Demonstrates drive and work-ethic that fully invests one's self in the ministry of the church.

Confidentiality: Exercises perfect confidence with a keen sense of spiritual discernment.

Mission ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation by consistently behaving in a manner congruent with them and supportive of them.

Relationship building: Generates sense of approachability; fosters natural connections between others; supports culture of welcoming and connection in life of congregation; demonstrates appropriate boundaries.

Effective Communication: Provides the information congregants and the community need to know through engaging communications.

To Apply:

This is a part-time position of 20-24 hours per week. Compensation includes salary and support for continuing education. To make application, send your cover letter and resume to steven.usry@ngumc.net.