



KFUMC - Position Posting

August 18, 2025

JOB TITLE:	Administrative Assistant		
DEPARTMENT:	Staff		
CLASSIFICATION:	Full-Time (40 hours/wk.)	Non-Exempt	Hourly
REPORTS TO:	Lead Pastor		
SUPERVISES:			

SUMMARY OF POSITION

The **Administrative Assistant** reports to the Lead Pastor and attends to the daily functioning of the church office. Must be capable of conducting standard clerical tasks including answering and directing phone calls, responding to, and distributing mail, and typing/formatting/proofing. Must be proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook, and church database software. The office manager is responsible and subject to United Methodist governance and policy.

MINISTRY PURPOSE – To extend the grace and compassion of God and the values of Kennewick First United Methodist Church to all who encounter the church through the church office.

ESSENTIAL JOB FUNCTIONS

- Relate in cordial and helpful manner to variety of people who come to the office, including congregants, volunteers, and people looking for public assistance or a pastor
- Handle incoming phone calls, e-mail messages, and various communications routing information to the necessary/appropriate recipient
- Schedule use of building by committees, congregation, and community groups
- Create printed worship bulletins and inserts, ministry promotional materials, certificates, etc., as needed.
- Create Power Point slides for worship, incorporating materials from multiple ministry groups
- Create weekly email newsletter
- Oversee the creation and distribution of church newsletters, prayer requests.
- Maintain church records databases, membership lists, attendance records, and various mailing lists.
- Using social media, create and maintain an active public profile for the church
- Maintain and update church website and calendar, keeping material fresh and accurate.
- Order office supplies restroom supplies, and other church supplies as requested
- Facilitate communication between committees and ministry teams
- Assist Facilities Team in coordinating scheduled repair work, security camera monitoring.
- Check out keys to various people and groups (as directed)
- Coordinate, complete and submit appropriate statistical reports and other documentation for annual Charge Conference, tax exemption, vehicle licensing, and other purposes as needed
- Recruit and effectively use volunteers to support and expand the ministry of the church office
- Maintain official files of committee work, meeting records, vendor contracts, and others files as needed.
- In coordination with SPMT, process the necessary tasks of hiring or releasing employees, such as key, computer, and alarm access, etc.
- Be the conduit through which background checks are tracked and processed.

OTHER JOB FUNCTIONS

- Supports other church activities as directed.
- Interfaces with church committees and other churches.
- Analyzes and recommends improvements to existing program. Develops and maintains systems and records that provide for proper evaluation, control and documentation.

WORKING CONDITIONS

Duties are primarily performed in the office environment while sitting, standing or walking, but may also require traveling to meetings.

MINIMUM QUALIFICATIONS - *The minimum amount of knowledge and ability required to be hired into the job.*

Knowledge of:

- The United Methodist doctrine and Christian Discipleship.
- Demonstrated ability to plan, develop, coordinate, manage and implement policies and guidelines within the parameters of the United Methodist Church.
- Personnel practices including written and verbal communications, computer skills, and conflict resolution.
- Kennewick First United Methodist Church guidelines, policies, rules and regulations.

Ability to:

- Exercise initiative and independent judgment within areas of responsibility.
- Coordinate the work of volunteers in various mission activities.
- Coordinate and implement procedures.
- Effectively use Microsoft Office Suite, including Outlook, Power Point, Excel, and Word; also Church Windows database systems, Constant Contact email systems and church websites.
- Prepare and present clear and concise reports.
- Think clearly and act logically in emergency situations involving stress or danger.
- Establish and maintain effective working relationships with the Lead Pastor, various church committees, youth, parents, church congregation, vendors and visitors.
- Manage accident review procedures under stressful conditions for timely, constructive results.
- Use tact, understanding, and judgment in dealing with the public and youth.
- Compile and maintain a variety of administrative records and reports.
- Physically perform the essential functions of the job.
- Understand and follow specific oral and written instructions.

EDUCATION & EXPERIENCE - *Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.*

- High school diploma or GED
- Demonstrated proficiency in MS Office software, multi-line phone systems, and website management

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS - *Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the Staffing/Personnel Ministry Team and employee.*

- Must have reliable transportation
- Basic First Aid and CPR
- Subject to a background check
- Christian Baptism required
- United Methodist Safe Church education

WAGES AND BENEFITS

- Wages and benefits are dependent upon qualifications.
- Wage range \$38,000 to \$41,000 per year.
- Medical and Vision insurance provided.
- KFUMC pension contribution 3% of annual salary.

APPLICATION PROCESS

- Application approval
- Staff Interview
- Successful background check
- Successful completion of KFUMC Safe Church Program
- Leadership Committee Approval

Staff Personnel Ministry Team Chairperson

Date

