

**Bridges United Methodist Church**  
**ADMINISTRATIVE ASSISTANT**

**Summary Job Description**

- Responsible for the work of the church office
- Supervise the work of paid staff and volunteers who assist in the church office
- Oversee the communication of the church through correspondence, newsletters, and social media.
- Act as the receptionist for the church and coordinates building use
- Act as a Membership and Financial Secretary
- Act as a administrative assistant to the Pastor and assists other staff when appropriate
  - Time: 10-20 hours per week
  - Pay: about \$15.00 per hour, depending on experience
  - Supervised by Pastor and Staff-Parish Committee

**Minimum Skills Required**

- Welcoming
- Knowledge of and appreciation for the Christian faith and local church administration
- High School Graduate; two years of office training or comparable office experience
- Excellent composition and verbal skills
- Excellent organization skills
- Experience with office equipment and internet tools such as Google Docs, Facebook, Tik Tok, Instagram, MailChimp and Quikbooks .

**Key Responsibilities**

- Strictest confidentiality required
- Provide secretarial and general office organization
- Provide excellent member, visitor, and business service.
- Draft and produce correspondence and communications such as weekly e-newsletters
- Learn and use church database
- Oversee budget and track expenses of office
- Maintain church master calendar and manage building use
- Other jobs as assigned by supervisor

Application Form Available At:

Bridges United Methodist Church

ATTN: Staff-Parish Chair

310 4th Street South

La Crosse, Wi 54601

608-782-3018

Office@Bridgesdowntown.com

