

## **Van Meter United Methodist Church**

### **Administrative Assistant**

#### ***Position Overview***

Van Meter United Methodist Church is seeking a dependable, detail-oriented Administrative Assistant to support the daily operations of the church office and enhance the communication and organizational effectiveness of our ministries. This part-time offers flexible daytime hours and the opportunity to serve in a collaborative, mission-focused environment.

The successful candidate will demonstrate strong administrative skills, proficiency with Microsoft Office, and the ability to communicate clearly and professionally with staff, volunteers, and the congregation.

#### ***Primary Responsibilities***

- Communication & Worship Support
  - Prepare weekly written communications, including announcements and worship materials.
  - Develop and update PowerPoint presentations for Sunday services.
  - Ensure accuracy, clarity, and consistency across all communication channels.
- Newsletter & Website Coordination
  - Produce, edit, and distribute the monthly church newsletter.
  - Update the church website as needed to maintain current and relevant information.
- Administrative Operations
  - Maintain organized office records, files, and documentation.
  - Provide administrative support for Kids Care and JAM programs as needed.
  - Assist with correspondence and communication in partnership with church staff.
- Marketing & Social Media
  - Support the church's outreach efforts through social media and other communication platforms.
  - Assist in promoting church events, ministries, and community initiatives.
- Committee & Event Support
  - Collaborate with church committees on special projects.

- Assist with planning, communication, and logistics for events aligned with the Van Meter UMC calendar.

### ***Qualifications***

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher).
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Familiarity with website editing tools (training available).
- Experience with social media platforms preferred.
- Ability to work both independently and as part of a team.

### ***Compensation & Benefits***

- Starting at \$15 per hour (flexible based on experience and skills)
- Child care may be negotiable for children eligible for Kids Care programs

### ***Hours***

- Part-Time (anticipated 15-20 hours per week)

### ***How to Apply***

Interested applicants should complete the attached application and submit it to [cathy.nutting@iaumc.net](mailto:cathy.nutting@iaumc.net). Applications will be reviewed as they are received.