



**IMMEDIATE ADMINISTRATIVE STAFF POSITION OPENING  
May 1, 2015**

**Administrative Assistant/South Campus Facility Coordinator**

**1. Job Title: Administrative Assistant/South Campus Facilities Coordinator**

**2. Reports to: Executive Office Administrator**

**3. Job Description:** This position is part of the Administration Team. As such, it will include back-up to the Executive Office Administrator (E.O.A) and to the North Campus Facilities Coordinator (N.C.F.C.). This job will involve the use of certain church software programs such as Media Shout, Constant Contact, Power Church and other database programs. The employee will be primarily located at the South Campus during the hours of 8:30 AM to 4:00 PM, Monday through Thursday, 8:30 AM to 12:00 PM, Friday. The employee will be responsible for oversight of the building, such as locking and unlocking, ensuring that offices and equipment are maintained and that the facilities are in order for church functions, weddings and funerals. As South Campus Facility Coordinator, it will include working with outside groups, as well as execution of decisions made by various staff and committee chairpersons regarding use of the building. It will include such office tasks as answering phones, maintaining certain records, ordering supplies, etc. It will be important to greet visitors in a welcoming manner and to assist volunteer lay leaders if requested.

**4. Qualifications:** It is most important that this position is seen as part of the Administration Team, and as such, that the candidate can conceptualize his/her administrative work as ministry. A commitment to confidentiality is essential, as is a commitment to teamwork and to support of church ministries. The candidate must see the function of the job as ministry, practicing, emphasizing and fostering effective communication and cooperation in the church organization. The church is seeking someone with personal attributes that include a pleasant phone presence, good listening skills, a welcoming, engaging and cheerful personality, a "people person," and one who will understand the roles and functions of staff and of committees within the church. Previous work experience in an office environment is preferred. The candidate must have good organizational skills and demonstrate the ability to problem-solve independently. Technical office skills must be current. The candidate must have the ability to learn church software programs and must demonstrate this proficiency.

**SEE NEXT PAGE TO APPLY FOR POSITION.**

**5. To apply for the job of Administrative Assistant, please submit the following:**

- Letter of Application. The letter should address work experience as outlined in the job description.
- Current Resume
- Three Letters of Reference. Please provide the name, address, phone number and email address for each of your references.

**6. Please send all required information to:**

The First United Methodist Church of Greensboro  
Attn: Kathy Cawthon, Executive Office Administrator  
P. O. Box 216  
Greensboro, GA 30642

**7. For further information or questions, please contact:**

Lynn Copeland  
706-621-9005 or [lcopeland@plantationcable.net](mailto:lcopeland@plantationcable.net)