

# Administrative Assistant for Online Ministries

## MINISTRY DESCRIPTION

TRINITY UNITED METHODIST CHURCH, SARASOTA

Updated 05-27-2020

**Description:** The Administrative Assistant for Online Ministries provides graphic design and management skills for effective and faithful digital communication

### **Minimum Qualifications:**

- A passionate follower of Jesus Christ, able to lead others to Christ.
- A growing Christian whose moral character and emotional stability models the ways of Jesus.
- Able to articulate a calling to the administration ministry of Jesus Christ and His church.
- A team player, who is able to take and give direction through effective interpersonal and communication skills.
- Skilled in graphics design, website management, and online communication
- Church Administrative experience preferred.

### **Responsibilities:**

- Create graphics for church publications, website, etc.
- Manage the church YouTube page
  - Upload worship videos
  - Create video descriptions and thumbnails
  - Edit videos as needed.
- Update the church website as needed (webmaster)
- Manage the church Facebook page
  - Create and upload content
  - Create video descriptions and thumbnails
  - Add administrative content to the chat during Facebook Livestreams
- Produce the weekly announcement loop for worship
- Produce a weekly email blast, The Friday 5
- Produce a monthly newsletter, The Acorn

### *Other*

- Attend meetings as needed
- Help develop the administrative portion of the operating budget
- Perform other related duties as required.

**Schedule of Work Time**

This is a part-time, flex hour administrative staff position reporting to the Pastor.

Work time includes Sundays during the 9AM and 10:30AM worship services

15 hours per week

- All new staff members will complete a 90-day orientation period.
- All staff members must pass background screening
- All staff members will abide by Trinity UMC policies, Florida Conference Policies, and the *Discipline* of the United Methodist Church. These include but are not limited to:
  - Staff Policies
  - Child Protection Policy
  - Employee Conduct Policy
  - And the TUMC Leadership Covenant
- We are exempt from unemployment compensation tax, therefore no benefits are available.

Starting date \_\_\_\_\_

\_\_\_\_\_  
SPRT Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Children and Youth Ministries

\_\_\_\_\_  
Date