

ANNOUNCEMENT OF VACANCY FOR DAHLGREN UNITED METHODIST CHURCH (DUMC) ADMINISTRATIVE ASSISTANT POSITION

This is a part time (28 hours/week) salaried administrative position under the direct supervision of the pastor. The Administrative assistant handles correspondence, maintains church files and records, and as directed or authorized by the provides general administrative assistance and support for programs and activities of the church. The duties are performed in an office setting at the Dahlgren United Methodist Church, Dahlgren VA. Normal work days are Monday through Thursdays.

The Administrative Assistant is an integral part of the ministry team in support of the DUMC mission. He/she is expected to strive to communicate the love of Christ in the performance of the responsibilities of the position.

We are seeking candidates with the following qualifications:

- A Christian with a strong commitment to Jesus Christ and the church (A member in good standing with her/his chosen church, confirmed by references)
- Experience with use of office computer applications including demonstrated basic typing skills for correspondence and data entry and use of email. (Basic office application is Microsoft suite specifically, Word, Excel, Power Point.)
- An ability to interact well and communicate well both verbally and in writing with others, in person and in correspondence and to assist the pastor and members of the church responsible for reports and activities with with normal administrative tasks including maintaining the church calendar, preparation of correspondence and documents, record-keeping and related task functions such photocopying, collating, distribution, filing and mailing.

The target salary range for qualified candidates is \$13.00 to \$21.00 per hour. Salary will be negotiated based on qualifications and experience of the candidate selected and recommended by the SPRC, subject to approval of the Pastor and Church Council.

We hope be able to fill the position by 25 November 2021. The advertisement will remain open until 15 November 2021 or until a qualified candidate has been selected and approved by the Church Council.

Potential candidates can contact the Church Office now to express interest and obtain more detailed information <mailto:office@dahlgrenumc.org>