

Part-time Church Administrative Assistant

The administrative assistant works with the pastor and other church leaders to maintain the church's day-to-day operations.

The basic responsibility of the part-time church administrative assistant is to serve as an assistant to the pastor aiding them in every way possible in the carrying out their leadership and pastoral duties.

Hours: Tuesday - Thursday, 12 - 15 hours per week from 9am to 1pm (flexible)

Job Requirements

- Proficient in Microsoft Word, Excel, PowerPoint, Adobe
- Proficient in operating video conferencing software (i.e. Zoom, Microsoft Teams)
- Support the church staff by performing all the clerical tasks needed to properly support church events and general ministry requirements
- Preparing, editing and distributing various written materials including bulletin, mail, weekly updates/newsletters, calendar announcements.
- Detailed oriented and highly organized
- Strong verbal and written skills
- Demonstrate a high level of trust
- Create an environment that is inviting to people passing through daily
- Should be ever conscious of the need for confidentiality concerning all information regarding congregational participants and staff. All information is kept private unless we have permission to disclose it.
- Understand the church's current policies, procedures and programs
- Compose letters and emails when requested by the pastoral staff
- Maintenance of Office Equipment
- Handle incoming calls appropriately
- Support church event planning
- Organize and schedule appointments and meetings
- Maintain office files in an orderly manner
- Pay all church bills and payroll in a timely manner. Currently use Power Church
- Maintain a calendar for the facility including the worship areas, meeting rooms and grounds.
- Serve as the primary liaison for vendors, coordinating their visits with members of the staff and ordering supplies as needed.
- Must be a self-starter and open to direction and coaching