Church Administrative Assistant

- **Reports To:** Church Session
- **Employment Type:** Part-Time
- **Hours:** 20 hours per week -in person three days per week, with an approved regular schedule
- **Location:** In-person 3 days per week
- **Salary**: $23.00 to 27.00 per hour.

Position Summary

The Church Administrative Assistant serves as the primary point of contact for members, visitors, and community guests. This role provides essential clerical, organizational, and communication support to the pastoral staff and ministry leaders to ensure the smooth, daily operation of the church.

Key Responsibilities

Front Desk & Hospitality

- Greet visitors, answer incoming phone calls, and manage general church email accounts with a warm and welcoming demeanor.
- Direct inquiries to the appropriate pastor, staff member, or ministry leader.

Communications & Publications

- Prepare, proofread, format, reproduce, and distribute weekly worship bulletins, inserts, announcements, and special-service materials using content and deadlines established with the pastor and worship leaders.
- Create slideshows for worship each week (announcements and worship) as well as the weekly eblasts that go out for worship announcements.
- Help coordinate worship participant schedules (including liturgists and volunteers), maintain current schedules, and communicate changes promptly.
- Update the church website, social media pages, and mass email notifications.
- Update and Manage church records.

Administration & Scheduling

- Maintain the master church calendar and coordinate building and room reservation requests.
- Coordinate Volunteers or liturgists each week.
- Scheduling the various building inspections such as fire extinguishers, sprinkler systems (dry and wet), etc. - will work with members and committees to maintain contract schedules.
- A working knowledge of the hymnal, the Bible and the church year is preferred.
- Update and manage church membership software, attendance logs, and records.
- Meet with Pastor and members as needed for church business
- Sort, open, and distribute incoming mail and manage outgoing correspondence. Order office supplies and coordinate routine maintenance for office equipment (copiers, printers, phones).

Confidentiality & Support

- Maintain strict discretion and confidentiality regarding pastoral care, financial data, and personnel files.
- Assist ministry teams, committees, and volunteers with special projects as requested.

Required Qualifications

- **Experience:** Previous administrative, office, or nonprofit experience preferred.
- **Tech Skills:** Proficiency in Microsoft Office (*Word, Excel, Outlook*) or Google Workspace (*Gmail, Docs, Sheets, Drive*). Proficiency or ability to learn *In Design*.
- **Communication:** Strong written and verbal communication skills with a professional and friendly disposition.
- **Organization:** High attention to detail, time-management abilities, and the capacity to multitask independently.
- **Discretion:** Demonstrated discretion, good judgment, reliability, and commitment to a welcoming, respectful Christian ministry setting.
