

Administrative Assistant:

25 hours/week with a \$20,000-25,000 salary range (no benefits)

Expected Weekly Schedule: 9:00a-1:00p M-F

Qualifications:

- Profession of faith in the Lord Jesus Christ
- High level of general communication and administrative skills
- High level of technical proficiency to include but not limited to: website management (Squarespace, etc.), bulletin curation and creation (Adobe InDesign/similar program), capability to learn new software as needed (church management software, etc.), document/institutional organization (Google Drive, etc.)

General Responsibilities:

1. Provide assistance to the pastor for congregational requests and organization of projects.
2. Provide administrative assistance to committees as needed: pertinent information relating to meetings, typing minutes or records, etc.
3. Provide secretarial support to church staff members as well as committee chairpersons.
4. Provide technical and communication support for church staff and church members (social media, etc.).
5. Maintain accurate records of the church, including (but not limited to) financial statements, membership status, birthdates, marriage dates, and so on.
6. Maintain the day-to-day functions of the church.
7. Prepare, proof, and print sufficient copies of all church service bulletins (in coordination with the pastor and director of music), the weekly church publication *Postscripts*, and any other necessary items.