



Job Description for Part-Time Administrative Assistant

Qualifications: General computer knowledge and familiarity with website management and the use of social media required. Self-directed; attention to detail; good communication and interpersonal skills; good organizational, writing and editing skills; able to maintain confidentiality; reliable.

Description of Duties:

- Work closely with the Pastor on weekly bulletins and special worship service materials.
- Answer telephone, monitor voicemail messages, pick up and distribute church mail, respond as appropriate. Greet individuals who come in during office hours.
- Update the church website; publicize church events in local papers, Front Porch Forum and on social media.
- Prepare weekly updates and monthly newsletter.
- Assist with scheduling church events and coordinating volunteers; maintain church calendar; manage building rental requests.
- Maintain member database in PowerChurch software.
- Assist the Treasurer with administration of church finances using PowerChurch software, including entering invoices and printing checks.
- Maintain physical and electronic files and procedures manual.
- Provide administrative support for church committees and church fundraisers.
- Other duties as assigned.

Reports to: Pastor

Hours: 12-15 hours/week, Monday through Thursday mornings

Hourly Wage: \$16.00

Vacation: Two weeks paid vacation plus six paid holidays per year