Administrative Assistant

Position Summary

The Administrative Assistant is responsible for providing professional administrative, clerical, and organizational support to ensure the efficient operation of the church office. This position serves as a primary point of contact for members, visitors, staff, and community partners while supporting the mission and ministry of the church through exceptional customer service, effective communication, and sound administrative practices.

The ideal candidate is organized, detail-oriented, maintains strict confidentiality, and enjoys working in a collaborative, service-focused environment.

Essential Responsibilities

Office Administration

- Manage the daily operations of the church office to ensure efficient and professional service.
- Welcome visitors, answer telephone calls, respond to inquiries, and direct requests appropriately.
- Receive, sort, and distribute incoming mail and prepare outgoing correspondence and mailings.
- Maintain office equipment, supplies, postage, and inventory; coordinate purchases as needed.
- Maintain accurate filing systems, records, and administrative documents.

Administrative Support

- Provide administrative support to the Pastor and any request from SPR Committee.
- Prepare correspondence, reports, meeting agendas, minutes, forms, and other church documents.
- Schedule meetings, appointments, and church events.
- Assist with special projects and administrative assignments as directed.

Communications

- Prepare, edit, publish, and distribute the weekly church bulletin.
- Prepare, edit, print, and coordinate distribution of the church newsletter.
- Maintain the church calendar and ensure events are accurately communicated.

- Prepare certificates and related documentation for baptisms, membership, and other church activities.

Financial & Records Support

- Maintain the Administrative Office Fund.
- Assist the Finance Committee with maintaining financial records and the general accounting journal.
- Maintain accurate administrative and membership records in accordance with church policies.

Ministry Support

- Support church programs, ministries, and events through administrative coordination.
- Perform additional duties as assigned by the Pastor or the Staff-Parish Relations Committee.

Required Qualifications

Education & Experience

- High school diploma or equivalent required.
- Associate degree in Business Administration or a related field preferred.
- Two or more years of administrative or office experience preferred.
- Experience in a church, nonprofit, or ministry setting is a plus.

Knowledge, Skills & Abilities

- Excellent verbal, written, and interpersonal communication skills.
- Strong organizational and time-management abilities with exceptional attention to detail.
- Ability to prioritize multiple projects and meet deadlines.
- Proficiency in Microsoft Office (Word, Excel, Outlook, and Publisher or similar software).
- Ability to learn church management and accounting software.
- Strong customer service skills and a welcoming, professional demeanor.
- Ability to work independently while contributing positively to a team.
- Demonstrated discretion and commitment to maintaining confidential information.

Licenses & Requirements

- Valid driver’s license with reliable transportation.
- Ability to pass any required background screening.

Physical Requirements

This position requires prolonged periods of sitting, standing, walking, using a computer, and operating standard office equipment. The employee may occasionally lift or move office materials weighing up to 25 pounds.

Work Environment

This position is primarily performed in a professional church office environment with occasional responsibilities supporting church events outside normal office hours.

Core Competencies

Successful candidates will demonstrate:

- Integrity and professionalism
- Confidentiality and sound judgment
- Excellent customer service
- Strong organizational skills
- Initiative and problem-solving ability
- Dependability and accountability
- Flexibility and adaptability
- Commitment to the mission and values of the church

Equal Employment Opportunity

The church is committed to creating a welcoming and respectful workplace. Employment decisions are made in accordance with applicable federal, state, and local laws while recognizing the unique ministry requirements of a faith-based organization.

Position Type: Part-Time 16 Hours/Week

Reports To: Pastor; SPR Chair

Work Location: Church Office

Salary: Competitive; commensurate with experience and qualifications.

Benefits: Benefits available based on employment status and church policy.