

Part-time Administrative Assistant

The Administrative Assistant is responsible for providing office and reception services to support the day-to-day operations of the church. Primary functions include financial, clerical and communication duties to support the Pastor and church activities. Some tasks include attending monthly session meetings, banking, financial reports, creating weekly service bulletins, and ordering supplies. The role requires a strong work ethic, ability to work in a fast-paced environment with the ability to multi-task. Self-motivation and ability to work independently is necessary for this position. All materials and information handled by the Administrative Assistant shall be confidential, and work done in the office must be for church related business only. No active members of the church may hold the position, and those that seek the job may not become members. This is a part-time position, with approximately 20 hours per week.