



Administrative Assistant

Primary Job Responsibilities:

- Serve as the weekday receptionist answering calls and warmly greeting all church visitors with a friendly, courteous and helpful attitude
- Design and print weekly church bulletins and other publications as needed
- Design and email/mail a weekly church newsletter
- Maintain church calendar, including scheduling of ministry meetings/events
- Provide administrative support to church officers and staff
- Maintain membership records
- Monitor and maintain office supplies

Support for Ministerial Staff:

- Serve as executive assistant to the pastors
- Provide support including scheduling appointments, meeting and travel requirements, emails, etc.

Qualifications

- Candidate must possess a strong faith in Jesus Christ
- Should be comfortable working with Microsoft Office Suite, Adobe Acrobat Pro, Canva, Constant Contact, and website updates
- He/she must possess strong organizational skills, proficiency in office procedures and methods to ensure workflow, knowledge of office computers and software
- This person must be able to multi-task, be flexible in their job routine, work as team member in a collaborative environment, and relate well to other church staff, congregants, and visitors

Supervisor: Reports directly to the Senior Pastor

Education/Experience: College graduate with experience in an office setting is preferred. Possesses excellent organizational skills and communication skills, written and oral.

Hours and Compensation: Monday - Thursday (32 hours/week), \$30,000 annual salary; medical and retirement benefits.

To Apply: Interested candidates should submit a resume to joshuamcole@covenantpresjackson.org.