

**Administrative Assistant (Part-Time)**  
**St. Andrew United Methodist Church - West Lafayette, IN**

St. Andrew United Methodist Church in West Lafayette, Indiana is seeking a part-time Administrative Assistant to support the daily operations and ministry of the church. The position plays a key role in helping our staff ministry teams, and volunteers staying organized, connected and equipped for effective ministry.

**Position Details**

- Hours 25-30 hours per week (flexible within office needs)
- Schedule: Weekday office hours with occasional flexibility for church events
- Reports to: Lead Pastor

**Primary Responsibilities**

- Provide administrative support to the Pastoral Team, staff, and ministry teams
- Serve as a central point of coordination for office communication and organization
- Manage facility use and scheduling, including building calendar and room reservations
- Coordinate and support office volunteers
- Assist with preparation of materials for meetings, events, and weekly ministry needs
- Perform general administrative tasks including answering phones, responding to emails, and maintaining records

**Key Qualities**

- A welcoming friendly presence with a heart for serving others
- Detail-oriented
- Strong organizational and time-management skills
- Clear and professional communication
- Ability to manage multiple tasks and priorities
- Proficiency with basic office technology and software