



Administrative Assistant

Job Description:

Administrative Assistant provides day-to-day church operation and ministry support. Position requires strong computer and organizational skills, detail-driven work ethic, effective communication and talent for managing time-sensitive projects. Weekend and occasional evening work required to support church meetings and events.

This is a part-time, non-exempt position for approximately 28 hours per week. Compensation range from \$15 - \$18 per hour based on experience. This role reports to Executive Director and is accountable to ministry directors and Senior Pastor.

Qualifications:

- Dependable, committed and detail-oriented
- Excellent communication and interpersonal skills
- Customer service orientation
- Proven project management and problem-solving skills
- Proficiency developing and maintaining functional systems
- Ability to work independently and in a diverse team environment
- Mastery of word processing, spreadsheet and presentation software
- Aptitude for learning new software systems
- Experience working with a variety of office equipment

Responsibilities:

- Provide excellent customer service
- Produce weekly worship handouts
- Facilitate funerals, memorials and baptisms, including but not limited to scheduling, soliciting volunteer support, and preparing materials
- Operate church management software, including but not limited to maintaining systems and controls
- Administer up to date and accessible church events calendar
- Oversee operation and maintenance of office equipment, including but not limited to computers, phones, copiers, printers, and postage machine
- Schedule staff and volunteers as required for efficient church operation, including but not limited to childcare, worship and event support
- Support production and distribution of ministry marketing and promotion materials
- Maintain church and office supplies
- Manage issuance of keys and passcodes
- Interface with outside vendors and contractors as required

Email jobs@gschurch.us to apply