

Administrative Assistant – Centenary United Methodist Church

Location: McComb, Mississippi

Status: Part-time – 32 hours per week – 8AM-5PM Monday through Thursday

Position Overview

Centenary UMC is seeking an **Administrative Assistant (Ministry Assistant)** to support the daily operations and communications of the church. This position blends administrative management and communications to help the church's ministries run smoothly and effectively. The ideal candidate will be organized, tech-savvy, and enthusiastic about supporting the mission and ministry of the church.

Key Responsibilities

1. Ministry Support

- Provide administrative assistance to the Pastor, ministry staff, and church leaders.
- Maintain an organized, friendly, and efficient church office.
- Manage and safeguard church records, membership files, and important documents.

2. Communications

- Oversee all internal and external communications, including worship bulletins, newsletters, mailings, and correspondence.
- Maintain and update the church website, calendar, and digital platforms.
- Implement the church's digital and social media strategy (Facebook, Instagram, YouTube, etc.).
- Assist with advertising, publicity, and graphic design for church events and ministries.

Qualifications & Skills

- Some college or equivalent experience as an Executive Assistant, Office Manager, or Administrative Professional.
- Proficiency in **Microsoft Office (Word, Excel, Outlook)**.
- Experience with social media, digital communication, and website management.
- Excellent written and verbal communication skills.
- Strong organization, time management, and multitasking abilities.
- Able to work independently and collaboratively as part of a ministry team.
- Must maintain confidentiality and pass a background check.
- A faith background and familiarity with church life are highly desirable.
- Experience in church setting or Methodist background preferred.

Compensation & Benefits

- **Pay:** Based on experience
- **Benefits:** Paid Holidays and Paid Time Off