**Job Title: Church Administrative Secretary (Part-Time)**

Hours: 24 hours/week

Pay: $20/hour plus commensurate benefits

Reports to: Pastor

**Job Summary:**

The Church Office Administrator provides professional and welcoming administrative

support to the Pastor, church leadership, and congregation. This role ensures smooth daily

operations, manages communications, welcomes visitors, maintains records, and supports church programs

and worship needs.

**Key Responsibilities:**

* Greeting and assist callers and visitors; manage church emails, messages, and voicemail.
* Support the Pastor with his requests, letters, etc
* Prepare weekly and special bulletins (funerals, weddings, baptisms, Lent, Christmas, Easter) using Word and/or Publisher.
* Publish and distribute the church newsletter (Monitor) via Constant Contact; mail hard copies as needed.
* Create weekly worship slides using PowerPoint.
* Coordinate and email worship volunteer schedules (lectors, greeters, communion
* assistants).
* Maintain the church calendar and schedule events across church facilities; manage event paperwork and confirmations.
* Send reminders altar flower sign-ups; prepare flower envelopes.
* Assist the pastor with congregation records for baptism, confirmations, funeral, weddings, membership rolls and church directory
* Order and manage supplies for the office, Sunday School (quarterly), usher, altar, and VBS as directed
* Assist with mailings and copying for annual events like the Easter Garden and Stewardship Drive
* Support inquiries and paperwork for Boy Scouts, Girl Scouts, and all outside rentals.
* Assist with website, Facebook and Instagram updates

**Qualifications:**

* Strong communication, confidentiality and organizational skills
* Proficient with Microsoft Office, Publisher, Google Docs, email tools, and basic scheduling
* Experience in a church or nonprofit setting preferred
* Friendly, dependable, and self-directed