Part-Time Administrative Assistant

Location: Seeds of Life Church – Alhambra, CA
Website: https://seedsoflife.org

Position Summary:
Seeds of Life Church exists to glorify God by preaching the gospel and making disciples. The Administrative Assistant plays a vital role in supporting this mission by providing part-time administrative, communication, and organizational support to the church staff, ministry leaders, and congregation. This role is ideal for someone who is detail-oriented, organized, and passionate about serving Christ and His Church

---

Key Responsibilities:

1. Office & Administrative Support

- Serve as the first point of contact in the church office, warmly welcoming visitors, answering inquiries, and directing individuals to the appropriate staff or resources.
- Respond to emails, phone calls, and inquiries with warmth and professionalism.
- Oversee procurement and organization of office and ministry supplies, and assist with physical tasks requiring the ability to lift up to 30 pounds.
- Assist in tasks related to church finances.
- Maintain and update the church's master calendar with events, facility use, and ministry activities.
- Assist in preparing newsletters, announcements, and print materials.
- Maintain digital and physical filing systems, including forms and directories.
- Schedule and coordinate staff meetings.
- Assist with facility management maintenance.
- Coordinate expressions of care and appreciation on behalf of the church.

2. Event & Ministry Coordination

- Collaborate with pastoral staff and ministry leaders to plan and coordinate major events.
- Develop and manage detailed event timelines, supply lists, and volunteer or staff task assignments.
- Coordinate sign-ups, communications, and volunteer needs for events.
- Serve as the central point of coordination between ministry teams to ensure smooth, cohesive event execution.
- Support logistical planning for Sunday services, retreats, and ministry events.

3. Sunday Ministry Support (As Needed)
- Be available to assist Sunday ministry efforts on occasion, providing help with coordination, logistics, or general support where needed.

4. Church Appreciation & Support

- Coordinate expressions of care for church members during life events, including gifts or floral arrangements for funerals, hospitalizations, or major life transitions.
- Arrange honorariums for guest preachers, worship leaders, and ministry partners, including the preparation of thank-you cards and financial gifts.
- Prepare seasonal thank-you gifts for non-church staff who support the church.

Qualifications:

- A growing follower of Jesus Christ with alignment to Seeds of Life's mission and core values.
- Previous experience in an administrative or church support role is preferred.
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office and Google Workspace (Docs, Drive, Sheets, Calendar).
- Strong interpersonal and written communication skills.
- Self-motivated, reliable, and able to work independently and with a team.
- Discretion in handling sensitive or confidential church matters.

Preferred Experience:

- Prior experience working or volunteering in a church, Christian ministry, or non-profit organization in an administrative capacity.
- Experience in event planning, project coordination, or volunteer management.
- Familiarity with worship service planning or production.
- Previous experience in general office administration (scheduling, filing, record-keeping).
- Experience with basic financial processes (budget tracking, processing invoices, or purchase orders).

Schedule & Hours:

- Part-time: 20 hours per week (flexible schedule; some on-site hours required)
- On site: Tuesday (Office), and Thursday (Office); on occasions Sunday (Service)
- Occasional weekend or evening availability for special events may be requested

To Apply:

Please submit your resume and a brief cover letter sharing your interest in serving at Seeds of Life Church to **info@seedsoflife.org**.