



Job Description Administrative Assistant

Job Title: Administrative Assistant

Reports To: Executive Pastor (with oversight from pastoral staff)

Position Type: Part-Time, Non-Exempt

Hours: 10–20 hours per week

Location: Community Bible Church of Georgetown & Weir

Position Overview

The Administrative Assistant supports the mission and ministry of Community Bible Church by providing administrative, organizational, and communication assistance to the pastoral staff. This individual plays a vital role in daily church operations, content creation, and communication outreach.

This position requires some in-person hours at the church office, with the option for remote work as approved by the Executive Pastor.

Qualifications & Requirements

Spiritual

- Must be a faithful member of a Bible-believing local church (does not have to be Community Bible Church).
- Demonstrates Christian character, integrity, confidentiality, and a heart for ministry.

Professional Skills

- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Experience with Canva or similar graphic design/publishing platforms.
- Familiarity with social media management tools (Facebook Pages, Instagram, YouTube, scheduling platforms, etc.).
- Ability to perform basic to intermediate video editing (e.g., iMovie, Adobe Premiere, CapCut).
- Competence in Google Workspace (Docs, Drive, Sheets, Forms) or similar cloud-based tools.
- Strong written and verbal communication skills.
- Bilingual (English/Spanish) preferred, but not required.
- Must be able to pass a background check.
- Organized, detail-oriented, and able to prioritize multiple tasks.

Primary Responsibilities

Administrative & Secretarial Duties

- Answer emails, phone calls, and general church inquiries.
- Schedule meetings, appointments, and maintain church calendars.
- Prepare and organize meeting agendas, minutes, and follow-up documentation.
- Maintain orderly digital and physical filing systems.

Document Creation & Management

- Create, format, print, and distribute church documents such as weekly bulletins, sermon notes, meeting notes, agendas, and event materials.
- Archive and organize church records, digital files, and templates.

Communication & Media Support

- Manage and update church social media platforms (Facebook, Instagram, etc.).
- Create and schedule posts, announcements, graphics, and ministry updates.
- Edit and upload sermon videos, announcement videos, or short media clips to online platforms.
- Assist with email newsletters or communication tools (e.g., Mailchimp, Planning Center)

Ministry & Event Support

- Assist with event planning logistics, registrations, sign-ups, checklists, and printed materials.
- Coordinate with ministry leaders to support ongoing projects and outreach efforts.

Personal Attributes

- Strong Christian worldview, work ethic, and ability to work independently and within a team.
- Discreet, trustworthy, and able to handle confidential information.
- Flexible, teachable spirit with a willingness to learn new tools and systems.
- Friendly and approachable, with a heart to serve the church and community.

To Apply

Interested applicants should email a résumé, which includes a brief testimony of faith and references, to **info@cbc-gtx.com**.

Position closes when filled.