

# Granada Hills Baptist Church

## WE'RE HIRING!

### Part-Time Administrative Assistant/Administrator

Are you organized, friendly, and passionate about supporting ministry?

Join our team as a Part-Time Administrative Assistant/Administrator at G.H.B.C.

A great opportunity for a parent (or anyone) who wants a flexible, part time opportunity in a faith setting!

#### DETAILS:

**Hours:** 20 hours/week, Tuesday - Friday

**Location:** 10949 Zelzah Avenue, Granada Hills, CA 91344

**Start Date:** Negotiable

#### RESPONSIBILITIES INCLUDE:

- ✓ Assisting pastor and ministry leaders
- ✓ Receiving visitors and answering phones
- ✓ Assisting church members and attendees with any inquiries or requests
- ✓ Preparing bulletins, newsletters, and emails
- ✓ Scheduling facility use and maintaining church calendar
- ✓ Liaison between the church and the tenants using the facilities
- ✓ Assisting the Manager with facility needs and requests
- ✓ Occasionally providing support at special Weekend services i.e. weddings, funerals (you will be compensated in addition to.)
- ✓ Editing Church Board minutes, helping prepare agenda and related documents
- ✓ Reviewing all incoming invoices and submit to Business Administrator
- ✓ Managing records (membership, baptism, etc.)
- ✓ Keeping church supplies (communion, candles) and office supplies well stocked
- ✓ Complying with DOJ requirements as record keeper and maintain up-to-date training

#### QUALIFICATIONS:

- Administrative/office experience preferred
- Proficient in Microsoft Office or Google Workspace
- Experience with various graphic/program/flier applications
- Strong communication and organizational skills
- Familiarity with church life and values
- Commitment to confidentiality and hospitality
- Ability to be flexible with multiple staff and leadership schedules/needs

To apply, please send resume, cover letter to and references to:

[Info@granadahillsbaptist.org](mailto:Info@granadahillsbaptist.org)

