

We are seeking an Administrative Assistant to join our team!

Please send resume to: gleeann.kehr@gmail.com

You will perform clerical and administrative functions to assist our congregation and pastor. This position may require a combination of working remotely and in-person. Position is part time, 12-16 hours per week. Office hours are typically from 9:00AM to 1:00PM Tuesday, Wednesday, and Thursday (unless otherwise requested). Time will be spent assisting the Pastor and Worship committee in preparing live, on-line, or live-streamed worship services and assisting with congregational needs. The current pay is \$14.50 per hour.

Responsibilities:

- Assist Pastor and ministry teams.
- Draft correspondences and emails
- Prepare worship service bulletins & newsletters.
- Coordinate volunteers
- Answer inbound telephone calls.
- Maintain church records.
- Perform all other office tasks.
- Assist with Open Pantry

Qualifications:

- Previous experience in office administration or other related fields
- Proficient in with Microsoft 365 (highly preferred) and Google Suite (Preferred but not required).
- Ability to learn & master new technology skills in required.
- Ability to prioritize, multitask and being flexible.
- Excellent written and verbal communication and interpersonal skills
- Must have strong organizational and time management skills with accuracy and attention to detail.
- Must be a team player.

Come work in a supportive, friendly environment with opportunities to try new things and have hands-on experiences in learning & growth.