

**ADMINISTRATIVE OFFICE ASSISTANT**  
**REPORTS TO:** Pastor and monthly to council



**PURPOSE OF THE POSITION:** Provide office assistance and administrative support to the Pastor and members of Faith Community Church.

**QUALIFICATIONS:**

- Proficient in Word, Excel, Powerpoint, and Quickbooks & ability to learn tools such as Mail Chimp, Publisher, Church Windows, Canva, Facebook, Instagram, Wix
- Ability to conduct work with courtesy, sensitivity, discretion and good will
- Team player with an optimistic attitude
- Ability to problem solve and work independently
- Ability to prepare written correspondence (letters, announcements, etc.)
- Attention to detail and organization
- 3 years experience as an Administrative Assistant (preferred)

**SUMMARY OF KEY RESPONSIBILITIES:**

- Represent the church with warmth & respect when greeting visitors to the facilities, meeting with vendors via the phone, assisting staff, council & committee members
- Produce a weekly Worship Bulletin
- Book usage of church facilities, assuring church policies are adhered to
- Update church website, Facebook, and Instagram accounts as necessary.
- Office Assistance: Support pastor's administrative needs, Maintain Calendar, Handle phone, Distribute mail, Reply to correspondence, Maintain church documents/records/database in a secure & organized manner, Prep & distribute church mailings, flyers, etc., Set up outbound calls/emails to members, Order office/general supplies, Maintain office equip.
- Administrator Duties: Weekly collection count & documentation, distribute funds to organizations, Solicit competitive bids for repairs/services; Receipt & Payment of church bills & denomination obligations; Generate monthly Administrator Report and Treasurer's Report to council

**TIME REQUIREMENT:** 25-30 hours per week. Office hours somewhat flexible. Starting salary commensurate based on qualifications and experience

Please submit resumes to: [Faihcchr@gmail.com](mailto:Faihcchr@gmail.com)