

~ Help Wanted ~

Local church is looking for a part-time administrative assistant with a heart for people and an organizational skill set that includes strong MS Office skills, be computer and internet savvy, excellent telephone and writing skills, confidentiality with information, the ability to multi-task (juggle) and work independently, attention to detail, time management, problem solving, excellent verbal and written communication, and a desire to do all the above in the Lord's service.

The Administrative Assistant works regular hours, Tuesday through Friday, 10AM-3PM, under the direct supervision of the Pastor. If you or someone you know would like to apply for this job, please submit resumés directly to Pastor Bill Andrews, at his email address: stpaulspastor@gmail.com.

- Responsible for creating and maintaining the annual calendar
- Prepare and submit announcements for bulletin, website, Epistle, etc.
- Compile statistical reports
- Coordinate online registration for events
- Ensure coordination of meeting rooms and events, facility scheduling, church membership
- Responsible for input and maintenance of accurate data in Church Windows database.
- Ensure that necessary supplies are ordered for office and events.
- Performs other administrative duties as assigned.

QUALIFICATIONS

- Must have at least three years of administrative office and customer service experience.
- Must have advanced proficiency in MS Word, Excel, Publisher, Internet usage, etc.
- Must possess excellent organizational skills, interpersonal skills, initiative, accuracy and attention to detail, an ability to learn things quickly and possess Godly characteristics.
- Must have a teachable spirit, be a team player, and bring a level of creativity to the office and meet deadlines as assigned.
- Must have strong verbal and written communication skills, and the ability to maintain confidentiality.
- Must have follow-up and follow-through skills, be resourceful, and be able to multi-task with a smile.
- Standard English usage, spelling, grammar and punctuation.
- Perform variety of responsible and office administrative support work with a minimum of supervision.
- Use sound independent judgment within general policy and procedural guidelines.
- Prioritize own work, performing several tasks at one time and meeting critical deadlines.
- Establish and maintain cooperative relationships with those contacted in the course of work.

REQUIREMENTS

- Minimum 3 years of experience as an administrative assistant
- High School diploma
- Proficient with Microsoft Office