

Church Staff Positions Available

Administrative Assistant (part time, 25-28 hours per week)

Position Overview: Provide administrative support for the senior and associate pastors and serve as on-site reception/office coordinator, working closely with the church administrator to ensure the smooth functioning of the church office.

- Experience as an administrative assistant, office manager, or similar role with progressively responsible duties, demonstrating initiative and excellent judgment.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) required.
- SharePoint, OneDrive, Google suite, and Microsoft Publisher experience desirable.
- Ability to multitask, prioritize effectively, and manage office volunteers.
- Strong interpersonal and communication skills; written and verbal.
- Associate or bachelor's degree desired; nonprofit or church-related experience beneficial.

If you know someone looking for a new challenge and opportunity to work in a dynamic and progressive team ministry environment, encourage them to send a cover letter and resume by 2/23/24 to:

Pam Barrett, Chair SPRC
Pambarrettgso@gmail.com