

Wythe Presbyterian Church – Administrative Assistant Job Posting

Wythe Presbyterian Church is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our Pastor, maintaining social media presence, making meeting arrangements, maintaining standing contracts with vendors, and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools like Microsoft Office Suite and online filing systems. This is a part-time position and is budgeted for 18 hours per week. Ideally the Administrative Assistant will be available 9 am – 1 pm four days per week (Tuesday - Friday), with 2 additional flex hours, but hours can be negotiated.

Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments
- Facilitates church communication through email, text, memos, letters, and forms
- Prepares Media Shout for Worship and other activities
- Assist in the preparation of bulletins and Worship materials
- Create items for and maintain the church website
- Maintain a filing system
- Maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Provide general support to visitors
- Construct a weekly newsletter
- Work with various ministries to provide administrative support
- Maintain relationships with vendors in conjunction with the pastor and church leadership
- Perform general financial transactions as directed by Pastor or church leadership
- The physical requirements of the job include being able to lift up to 50 pounds
- Other duties as requested and described in the full Position Description
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Skills

- Knowledge of office management systems and procedures
- Working knowledge of office equipment
- Proficiency in MS Office (MS Word, MS Publisher and MS PowerPoint, in particular)
- Knowledge of Media Shout software preferred
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree: additional qualification as an Administrative Assistant or Secretary will be a plus

Job Type: Part-time

Pay: \$12.00 per hour