

Overview

We're looking for an organized, people-centered Administrative Assistant who enjoys creating a warm, welcoming environment. This part-time role blends communication, coordination, and hospitality—supporting staff, parishioners, and church life. If you enjoy meaningful work, this is a wonderful opportunity to make a real difference.

Position Summary

The Administrative Assistant supports the daily operations of the church office, helping ensure smooth, welcoming, and efficient communication and organization. This role is often the first point of contact for parishioners and visitors and plays a key part in supporting clergy, staff, and the life of the parish.

Pay: \$23-24 per hour

Weekly Hours: 12-15; AM hours preferred

Work Location: In person

Benefits

- *Accrued Paid Time Off*
- *40 Hours Annually of Paid Sick Leave*
- *Paid Federal Holidays*
- *Child Care Discount at our onsite Children's Center (based on availability)*

Office & Communication

- Build positive relationships with church members, volunteers, community members, school staff, and visitors.
- Greet and assist visitors at the gate, ensuring only authorized or scheduled visitors are admitted.
- Answer phones, emails, and inquiries in a timely, professional, and welcoming manner.
- Maintain confidentiality and secure storage of church records and sensitive information.
- Work collaboratively with church staff and communicate effectively with team members and volunteers.
- Demonstrate professionalism, respect, and openness to give and receive solution-oriented feedback.

Administrative Support

- Manage incoming and outgoing communications, including phone calls, emails, mail distribution, and post office drop-offs.
- Maintain church calendars, events, schedules, and administrative records.

- Prepare check requests, reports, worksheets, and other church documentation as needed.
- Create and distribute church communications, including weekly bulletins, newsletters, announcements, emails, and printed materials.
- Manage church social media accounts and coordinate digital communications and content scheduling.
- Support the Pastor and church leadership with administrative tasks and reporting.
- Organize filing, shredding, recordkeeping, and general office operations.
- Coordinate volunteers for office support and special events.
- Maintain office supplies and equipment inventory within approved budgets.
- Manage seasonal flower dedications, including orders, forms, and deliveries.
- Maintain and update church photo boards and related displays.
- Utilize office software and church management systems, including Microsoft Office, Planning Center, Mailchimp, and related platforms.

To Apply

Please send résumé to:

ascensionpastorfry@gmail.com