

**Position:** Administrative Assistant

**Status:** Part-time, Non-Exempt, 29 hours per week

**In-office position Mon.-Thurs. 9-3, Fri. 9-2**

**Reports to:** Senior Pastor

**Primary Responsibilities:**

1. Edit and proofread internal and external church communications and print jobs, including the church bulletin and newsletter.
2. Maintains and updates the calendars and meeting schedules for the church Pastoral Staff
3. Work in conjunction with the Facility Supervisor for church program calendar scheduling
5. Maintaining the church member and external communication databases, including Sunday School rosters and attendance data
6. Ordering office supplies and event orders
7. Manages the church flower order schedule
8. Assists with volunteer coordination and reminders, including the maintenance of the usher and communion server schedules.
9. Collect Session team meeting reports and put together agenda and packet for monthly church Session meetings.
10. Updates the church electronic sign.

**Secondary responsibilities:**

11. Providing excellent support and communication to the members of Bethany and the community
12. Provides backup support to the Marketing and Media Specialist for social media postings and website updates

**Qualifications:**

1. High School Degree required, college degree preferred
2. Previous administrative or customer service experience
3. Excellent communication and listening skills with a commitment to confidentiality.
4. A demonstrable life of faith in, and relationship with, Jesus Christ.

**Commitment to Professionalism:**

1. Employees of Bethany are expected to uphold the peace, unity, and purity of the church of Jesus Christ. The measure of personal conduct is that it supports the efforts of all staff members as they, in turn, serve the community through the work of the church.

**Compensation:** \$21-\$23/hour commensurate with experience and ability.

**How to apply:** Please send resume to [finance@bethanypresby.org](mailto:finance@bethanypresby.org)