



Administrative Assistant Job Expectations

Position Summary

The Administrative Assistant is a key ministry partner who supports the pastors, staff, and congregation through excellent communication, organized administration, and warm hospitality. This role manages the daily flow of information, coordinates church operations, assists with financial processes, and serves as the central hub connecting the church, community, and Westminster Preschool. The position reports to the Senior Pastor.

Part-time position, 24 hours per week.

Primary Responsibilities

Office Administration

- Serve as the first point of contact for visitors, phone calls, and email communication.
- Maintain the master church calendar, including facility and equipment requests.
- Pick up/mail correspondence and maintain postage needs.
- Organize church office files (digital and paper-based).
- Monitor and order supplies for the church and preschool as needed.
- Maintain and distribute church keys; track inventory.
- Process new-hire documents for church and preschool staff (background checks, drug screening, orientation).
- Train new staff and volunteers on office procedures and equipment.

Communication & Publications

- Produce weekly bulletins, including layout, design, and printing.
- Create and send weekly email updates and special announcements.
- Prepare funeral bulletins and coordinate with pastors and families.
- Produce the monthly church newsletter (content collection, layout, publication).
- Manage church communication channels, including website updates, social media postings, and printed materials.
- Provide administrative support to the pastoral staff, committees, and ministries through correspondence, mailings, and communication pieces.
- Welcome walk-ins and provide direction to local resources when pastoral care or community support is needed.

Financial Support

- Enter weekly offerings and contributions into ACS/Realm and reconcile batches.

- Process invoices, bills, reimbursements, and payment requests.
- Work with the CPA firm and the church treasurer to maintain accurate financial records.
- Maintain office supplies, postage budgets, and vendor contracts.
- Generate individual giving statements and track memorial gifts.

Technology & Website Support

- Maintain and update the church website (layout, content, media).
- Support staff with basic technology troubleshooting and training.
- Maintain office equipment and coordinate service contracts.
- Assist with digital communication tools such as Mailchimp, ACS/Realm, social media platforms, and Canva.

Congregational & Committee Support

- Serve as liaison between pastors/staff and congregants.
- Assist with scheduling, communication, and logistics for church events.
- Prepare documents for committees (agendas, minutes, handouts).
- Create program materials for major church events (Stewardship Campaign, VBS, Preschool Graduation, missions projects, etc.).
- Maintain ACS membership database; process transfers and membership updates.
- Administer annual scholarship processes and produce certificates.
- Notify the Bereavement Team of member deaths.
- Coordinate altar flower orders.
- Support committees and staff with facility requests, vendor communication, set-up needs, and logistics.
- Assist with annual Charge Conference forms and year-end reports.

Other Duties

As assigned by the Senior Pastor or the Staff-Parish Relations Committee.

Qualifications

- Excellent interpersonal and communication skills.
- Strong organizational abilities and attention to detail.
- Ability to maintain confidentiality and exhibit professional discretion.
- Competence in Microsoft Office (Word, Publisher, Excel), email platforms, online calendars.
- Comfort with digital communication tools (website editing, social media, Mailchimp, Canva preferred).
- Ability to multitask, collaborate, and support a variety of people and ministries.
- Warm, welcoming, and hospitable presence.

Starting Compensation: \$20,000/year