



Position Responsibilities – Office Support and Administration

Job Title: Interim Administrative Assistant

Status: 16 Hours/week - \$23/hour (Monday-Thursday, 9:00am-1:00pm)

Term: July 2026-December 2026

Direct Report: Pastor of Administration

To support the smooth functioning of the church office and facilitate effective communication among staff, volunteers, and the church family.

Key Responsibilities and Duties

Office Management

- Manage office supplies, operate office equipment and technology, and organize files and records for easy retrieval.
- Make initial connections by responding to phone messages, general emails, and walk-in visitors.
- Coordinate volunteer team for office reception duties.

Event Administration

- Work alongside the pastoral team in planning and coordinating church-wide events, meetings, and activities.
- Assist in scheduling, booking venues, sending invitations or emails, recruiting volunteers, and supporting logistics for events such as Advent kick-off, Easter weekend, fall ministry start-up, ministry fairs, or summer outreaches.

Other Administrative Support

- Provide primary administrative support to the Lead Pastor.
- Prepare documents, schedule appointments, and assist with daily administrative tasks.
- Work with the Lead Pastor and Pastor of Administration to maintain team administrative documents and church policies.
- Provide support for Annual Business Meetings, Special Business Meetings, and all Board/Staff Meetings.

- Assist with staff celebrations and other special meetings.

Required Skills

- High School Diploma (minimum)
- Highly organized and proficient in multitasking
- Ability to develop teams and manage volunteers
- Team player with the ability to foster a positive work environment

Revised: June 2026