

# BETHEL CHURCH ADMINISTRATIVE ASSISTANT, PART-TIME

## About Our Church:

At Bethel Church in Westminster, SC, our mission is to connect with, love, disciple, and serve Jesus and our community. We're a vibrant and growing congregation looking for a passionate team member to help us continue this important work.

## Principle Function:

The Administrative Assistant is responsible for performing administrative duties in support of various church ministries and reports to the Pastor.

## Key Responsibilities:

**General Administration:** Manage daily office operations; including sorting mail, maintaining office supplies, and serving as the primary receptionist.

**Communications:** Prepare and distribute the weekly e-newsletter and worship guide. Maintain the church's website and social media presence (Facebook, YouTube).

**Record-Keeping:** Maintain and update church member and guest databases (Planning Center). Manage a comprehensive Google calendar for church events and building reservations.

**Financial Support:** Handle weekly contributions, including counting with a designated team member, and preparing deposits. Maintain accurate contribution records for member statements and submit purchase requisitions to our accounting service.

Perform other administrative duties as assigned by the Pastor as needed.

## Qualifications, Skills and Abilities:

- Proficient computer skills in Microsoft Office (Word, PowerPoint, Publisher), Canva, and standard office equipment.
- Strong verbal and written communication skills with a keen eye for detail.
- Demonstrated ability to be a self-starter who can work independently and manage multiple tasks.
- Exhibits a professional and patient demeanor when interacting with a diverse range of individuals.
- Must be able to maintain confidentiality and discretion in all matters.

## Position Details:

- 20 hours per week
- In office hours Monday-Thursday
- Must not be a current member of Bethel Church but should share Biblical values