

Administrative Church Secretary

Light & Life Free Methodist Church
128 South 8th Street
DuBois, PA 15801

Full Job Description

We are looking for a responsible Administrative Church Secretary to perform a variety of administrative, clerical and promotional tasks. Duties of the Administrative Assistant include providing support to the Senior Pastor, Board, and leadership with daily clerical needs. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, including MS Office, audio editing, updates on social media and website. Daily use of office equipment. The candidate should adhere to the values and world view of the Free Methodist Church and our local organization. Candidate should be willing to be an ambassador in their interactions within the building and throughout the community. An agreement to a statement of understanding and expectation will be received upon hiring. This is a new position. The new hire will be in a probation period of 60 days with performance review.

Pay rate will be commensurate to experience.

Responsibilities

- Answer and direct phone calls
- Preparation of Bulletins and Promotional items including stocking depleting items.
- Order office supplies and research new deals and suppliers
- Marketing on Social Media and local markets
- Update Calendar and Websites
- Organize and schedule appointments for pastors and team
- Write and distribute emails, letters, faxes and forms
- Adhere to values of our Church as part of the Free Methodist World Church

Skills

- Proven experience as an administrative assistant or office admin assistant
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint)
- Experience at maintaining and running website/social media
- Excellent time management skills, the ability to prioritize work, and strong organizational skills
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Willingness to be trained in additional software and procedures
- Advertising/marketing experience will be a plus

Job Types:

- Part-time

Pay:

- \$11.00 - \$12.00 per hour

Benefits:

- Paid lunch
- Paid Holiday if falls on normal work day
- Weekly pay after 1 week hold week.
- No additional Benefits

Schedule:

- Monday thru Thursday 9am – 2pm with paid lunch

Education/Requirements:

- High school or equivalent (Preferred)
- **Must be able to obtain Child Abuse and Criminal Background Check**

Experience:

- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)