

Job Opening: Part-Time Administrative Assistant

Beautiful Savior is currently looking for a part-time Administrative Assistant for the church office.

The position is approximately 20 hours/week.

(Current hours: M-H 9:30 am -1:30 pm, Fri 9 am -12 pm)

Some of the job details are:

- Assist with daily office duties
- Assist our Pastors
- Prepare bulletins, newsletters and mailings
- Maintain church membership records
- Work with various church committees and organizations
- Greet all who come into the church
- Answer phones
- Order supplies

Qualifications:

- Working knowledge of Microsoft Word, Outlook, Publisher, PowerPoint and Excel
- Good communication skills
- Be a self-starter who is able to work independently

Must be able to maintain confidentiality with sensitive information, compassionate, pass a background check and work with the various church committees and organizations.

An application form can be picked up in the church office.