

Grace Presbyterian Church (ARP)
Columbia, SC
Administrative Assistant Job Posting

Grace Presbyterian Church (ARP) in Columbia, South Carolina seeks candidates for the position of part-time Administrative Assistant. Our church is looking for an energetic team member that can work with the Senior Pastor to foster a welcoming, relational, effective, and efficient base of operations for the ministries of our church. The duties for this position will include managing the church front office, overseeing church communications, maintaining the church information system, creating worship bulletins, assisting the Elders and Deacons as necessary, and other projects as assigned by the Senior Pastor. Applicants for this position should be committed Christians with proven administrative experience who are friendly and relatable and who desire to share the love of Christ as a Grace Pres team member. The position is part-time (20-30 hours per week) and the church seeks to fill the position in the Fall of 2022. If you are interested, please submit a resume and cover letter to phyllis@gracepresarp.org.