

Job Posting: Administrative Assistant

Position: Administrative Assistant

Status: Full-Time (40 hours per week)

Overview: We are seeking a highly organized, people-oriented, and proactive Administrative Assistant to join our team. This role is vital to ensuring smooth day-to-day operations, supporting pastoral staff, coordinating the church calendar, and facilitating communication within the congregation.

Qualifications:

The ideal candidate for the Administrative Assistant position will possess strong organizational and time management skills to ensure tasks are completed efficiently and effectively. Excellent written and verbal communication skills are essential for interacting with various ministries and members of the church. Proficiency with Google Workspace applications and database management is required to handle the technical aspects of the job. The ability to multitask and prioritize is crucial for managing multiple responsibilities simultaneously. Additionally, a heart for service and a commitment to the church community are important.

Key Responsibilities:

Office & Calendar Management:

- Welcome, encourage, and assist building visitors and staff.
- Answer and direct phone calls.
- Manage church calendars (CPC, Schaeffer House, Weddings) and room reservations.
- Set weekly door schedules and maintain office cleanliness.
- Sort and distribute mail, unpack deliveries, and manage office supplies.
- Monitor security cameras during work hours.

Administrative Support:

- Maintain and update the church database with member and visitor information.
- Track weekly attendance and update member statistics.
- Prepare and distribute church directories and pew supplies.
- Process office credit card statements and allocate expenses to appropriate budgets.
- Assist with baptism scheduling and certificate preparation.
- Compile the annual report by combining reports from each church ministry.

Pastoral & Session Support:

- Manage the pastor@cpcstl.org email account.
- Communicate session meeting updates and decisions.
- Organize officer training schedules and materials.
- Prepare agendas and compile reports for session meetings.
- Coordinate communion schedules and supplies.

Prayer & Congregational Care:

- Manage weekly prayer lists.
- Collect prayer requests and forward them to pastoral staff.
- Track and print missionary prayer calendars.

Event & Media Coordination:

- Create graphics for events, sermons, and ministry needs.
- Maintain and update the church website and app.
- Design and send weekly email communications.
- Coordinate staff events and birthdays.

How to Apply: Please submit your resume and cover letter to pastor@cpcstl.org. We look forward to hearing from you!