

Part-Time Church Administrative Assistant

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Reports to: Pastor

Hours: 15–20 hours per week (flexible scheduling available)

Location: First Southern Baptist Church of Westminster | Westminster, CO

Position Summary:

The Church Administrative Assistant serves as a vital support to the pastoral staff and congregation, ensuring the smooth and efficient operation of the church office. This role involves a blend of administrative, communication, and organizational duties to support the ministries and mission of the church.

Key Responsibilities:

- Serve as the first point of contact for phone calls, emails, and in-person visitors.
- Maintain church calendar, schedule facility usage, and coordinate with ministry leaders.
- Prepare and distribute weekly bulletins, newsletters, and other printed/digital materials.
- Assist with basic bookkeeping tasks (such as recording contributions or preparing reports).
- Keep church records and databases up to date, including membership and attendance.
- Order office and ministry supplies as needed.
- Support event planning and execution (e.g., church dinners, baptisms, weddings, funerals).
- Maintain confidentiality with sensitive church and member information.
- Other administrative tasks as assigned by the pastor or leadership team.

Qualifications:

- A personal relationship with Jesus Christ and a commitment to the mission of the church.
- Previous administrative or office experience preferred.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and/or Google Workspace.
- Comfortable learning new software such as church management systems or online giving platforms.
- Discretion, reliability, and a servant-hearted attitude.

Work Environment:

- This position is based in the church office, with the possibility of occasional remote work if needed.
- Flexibility in scheduling is available, though some regular in-office hours are required.
- Interaction with staff, volunteers, and church members is frequent and important.

To Apply:

Please submit your resume and a brief statement of interest to [contact email] by [deadline if applicable].