St. Thomas United Church of Christ
Administrative Assistant Job Posting

Post: Penn Central Conference E-Newsletter (Wednesdays)
Date posted: December 3, 2025

Pay: $16.00 - $18.00 per hour

Job description:

Overview
We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. This role is essential in providing support to our operations by managing various administrative tasks, ensuring smooth office functionality, and delivering exceptional customer service. The ideal candidate will possess strong communication skills, proficiency in office software, and the ability to multitask effectively as a professional addition to the Church ministry team.
Responsibilities

- Provide administrative support for the ministries of the church.
- Transmit and receive written and oral communication.
- Answer church telephone during assigned office hours.
- Compile necessary information and prepare church bulletins, announcements, slide presentations, and prayer lists.
- Prepare, coordinate, and send bulk mailings.
- Prepare and distribute church newsletter.
- Manage office operations, including greeting visitors and answering inquiries.
- Perform data entry tasks accurately and maintain organized filing systems.
- Assist with calendar management, scheduling, coordinating meetings, and property use rentals.
- Collaborate with team members to ensure effective office management and workflow.
- Offer customer support by addressing inquiries and resolving issues promptly.
- Maintain office supplies inventory and place orders when necessary.
- Other duties as assigned.

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) required. Competency with OneDrive, Canva, and WordPress for website maintenance preferred.
- Computer literate and proficient typing skills with attention to detail is essential.
- Experience in an administrative role(s) with a focus on clerical duties and familiarity with office management practices and procedures needed.
- Strong organizational skills with the ability to prioritize tasks effectively.
- Excellent phone etiquette and customer service skills.
- Ability to manage time efficiently while handling multiple responsibilities simultaneously.
- Self starter, capable of working independently.
- Trustworthy of monies and other valuable properties.
- Ability to maintain confidentiality.

If you are an energetic individual with Christian values who thrives in an administrative role and is eager to contribute to the success of our church ministries, we encourage you to apply for this opportunity as an Administrative Assistant.

Job Type: Part-time
Work Location: In person