

Part-Time Administrative Assistant

Davidson College Presbyterian Church

Davidson, North Carolina

Davidson College Presbyterian Church (DCPC) is seeking a dedicated and organized **Part-Time Administrative Assistant** to join our ministry team. The ideal candidate is friendly, welcoming, and an overall team player who thrives in a collaborative church environment. This individual will support the Church's mission by providing administrative assistance to pastors, program staff, church members, and committees through excellent communication and strong organizational skills.

This role serves as a key point of contact for visitors and members and plays an essential part in ensuring the daily operations of the church run smoothly and efficiently.

Hours

Part-Time | Monday–Friday | 9:00 a.m. – 1:00 p.m.

Key Responsibilities

- Serve as receptionist: answer phone calls and warmly greet guests entering the building
 - Manage the church calendar and coordinate facility use requests
 - Assist staff, church members, and committees with Zoom meetings as requested
 - Create online sign-ups using SignUpGenius
 - Enter weekly worship attendance into the church database (Realm)
 - Provide general administrative support to pastors, staff, and church leadership
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Required Qualifications

- Proficiency in Microsoft Office Suite
- Working knowledge of Google Calendar
- 3-5 years of experience in an administrative or support role
- Strong organizational, communication, and customer service skills
- Ability to manage multiple tasks with attention to detail

Preferred Experience

- Adobe Acrobat
- Zoom
- SignUpGenius
- ProPresenter
- BONUS ***Experience with church management systems (Realm preferred)
- Associated Degree, preferably in Business/Office Administration

Benefits

- Flexible Spending Accounts (FSA)
- Paid Vacation

About Davidson College Presbyterian Church

Davidson College Presbyterian Church is a vibrant congregation of 1500 members. As part of the Presbyterian Church (USA), we are committed to worship, education, fellowship, and service in the Davidson community and beyond. We seek staff members who support our mission of diversity and inclusion while contributing positively to our welcoming and faith-centered environment. We are also home to the Normy winning DCPC Preschool, welcoming over 100 young children into our facility daily.