

## Administrative Assistant

Park Avenue Christian Church is a thriving church on the south side of Des Moines, IA. We are continuing to grow and desire to be a 21<sup>st</sup> century church.

The Administrative Assistant position will work with the Pastor in providing an efficient and well-organized service-oriented church office and be responsible for creating and updating electronic communications and presentations used to keep our congregation and region aware of church activities and information.

Responsibilities include:

- Assist/prepare Sunday bulletins and print for the congregation
- Prepare weekly slides for Sunday Worship
- Create and produce weekly newsletter
- Sort and distribute mail, bills and paperwork to appropriate persons
- Maintain church calendar for all PACC events
- Coordinate schedules of Fellowship Hall and Youth Center
- Keep files up to date for Council, Board and all ministries
- Update and expand the Website coordinating with church leaders
- Update Social Media
- Order and stock supplies for maintaining church business
- Schedule repair visits for office equipment
- Maintain records needed throughout the year for reporting, elections and special services

Other tasks as assigned and time allows for

Location and Commitments

- Hourly employee, 20 hours per week
- Four day work week
- Part time
- Six week probationary period
- In office

Candidate requirements

- Familiar with Office suite, specifically PowerPoint or similar software
- Able to update and make changes to website and social media
- Familiar with e-newsletter software
- Able to work well with others
- Will take initiative in completing tasks

## Offer

- PTO
- Computer and software provided
- Beginning wage \$18 per hour

Please call the church at 515-288-1914 or contact Mary Hannan at 515-360-0734 if you would like to apply or have questions.