
Administrative Assistant & Social Media Manager

 Dove of the Desert United Methodist Church

 Full-Time | 40 hours per week | Monday-Friday Onsite with hybrid flexibility

Compensation Range: \$36,000 – \$48,000 annually plus benefits based on experience

Are you **organized, creative, and passionate about making a difference**? Dove of the Desert UMC, an engaged and welcoming faith community in **North Glendale**, is looking for a dynamic **Administrative Assistant & Social Media Manager** to join our team!

This role is more than just office work—it's about **supporting ministries that matter** - music, youth, outreach to the homeless, justice initiatives, and more. You'll also have the exciting opportunity to **grow our online presence**, helping us connect with the community and build membership.

What You'll Do

- Provide **administrative support** to ensure smooth office operations
- Welcome members and visitors with exceptional **hospitality**
- Prepare weekly bulletins, announcements, and newsletters
- Assist with volunteer coordination and new member classes
- Manage **social media strategy**, content creation, and scheduling
- Update and maintain our website

What We're Looking For

- Office/administrative experience
- Working knowledge of Microsoft Office applications
- Strong communication and organizational skills
- Experience with **social media management** and **digital content** preferred
- Ability to handle confidential information
- HS diploma and background check required

Why Join Us?

You'll be part of a **vibrant, mission-driven team** making a real impact in the community. This is a chance to combine your administrative skills with creativity and purpose.

Apply Today!

Send your resume and cover letter to **DoveSPRC@doveofthedesert.com**
