

Job Advertisement

Now Hiring: Part-Time Church Administrative Assistant – Finance and Operations

Union Presbyterian Church, 10259US-42, Union KY 41091

The congregation of Union Presbyterian Church is a group of people who seek a safe community in which to wrestle with our faith, work together to make a positive impact in our community, and have fun along the way. We are an open and inclusive church that embraces all of God's beloved. God welcomes all to the table of grace regardless of ability, gender identity, race, or sexual orientation. ALL are welcome!

Our church is seeking a dependable, detail-oriented, and welcoming Administrative Assistant to support the daily operations of the church office and assist with financial administration. This part-time, onsite position is 24 hours per week and is ideal for someone who enjoys serving others, keeping systems organized, and supporting the ministry of the church through excellent administration. Schedule will be determined collaboratively at the time of hire.

The successful candidate will help manage office communications, calendars, records, bulletins, correspondence, supplies, and member support. Financial duties include assisting with accounts payable, deposits, contribution records, payroll support, and confidential recordkeeping in coordination with church leadership and finance volunteers.

Qualified candidates should have strong organizational and communication skills, proficiency with Microsoft Office, attention to detail, and the ability to maintain confidentiality. Previous administrative, bookkeeping, accounting support, nonprofit, or church office experience is preferred.

To apply, please submit a resume, cover letter, and references to: **Personnel Committee, Union Presbyterian Church, 10259US-42, Union KY 41091; or email upckypersonnel@gmail.com.**