

## **Job Posting**

Administrative Assistant

St. John United Church of Christ – Bellevue, KY

**Job Title:** Administrative Assistant to the Pastor

**Reports To:** Pastor

**Status:** Part Time, up to 24 hours/week, Tue-Wed-Thurs (no holiday, vacation, sick time, health, disability, or retirement pay, or benefits are offered)

**Compensation:** Depending on skills and experience up to \$19 an hour

Saint John United Church of Christ in Bellevue, KY is looking for an administrative assistant to help with all office functions of an inclusive, progressive, open and affirming church.

### **General Responsibilities:**

- Data entry, word processing, minor financial reporting, filing, making copies, scanning, compiling materials, sort, distribute and post mail
- Act as the first face/voice/contact for the church in many situations
- Receptionist tasks, answering and making phone calls, respond to visitors
- Assist with preparation of publications including but not limited to weekly and monthly electronic and paper newsletters, weekly worship bulletin and prayer list
- Maintain church membership database (Church Windows) and understand how to extract information from it (Church Directory, birthday and anniversary lists, group and class members, etc.)
- Oversee bulletin boards, master calendar, Welcome & Information tables and flyer rack, all mailings, scheduling of building use and room reservations, recycling program, internal mailboxes, door signs, and seasonal messages for the answering machine and exterior sign
- Keep records of attendance, pastoral calls, committee members, worship leaders, music copyright use, keys/key cards log, credit card expenditures, and expense reports
- Ensure adequate office supplies including postage, keep track of inventory, and make purchases as needed in person or online while staying within budget
- Make appointments as requested
- Run background checks as needed
- Keep office neat and organized
- Church errands (limited use of personal transportation is necessary, and mileage is reimbursed)
- Assimilate messages and information as needed when Pastor is away. (i.e. retrieving voice mail, etc.)
- Coordinate office volunteers

## **Required Skills, Education and Experience:**

- Ability to maintain confidentiality of all information that passes through the office
- Professional in manner and appearance and work with integrity
- Familiar with and committed to the church's mission, ministry and message
- Respect for and comfortable working in a spiritual community and Christian environment with the ability to relate to the teachings of Jesus and the Bible and liturgical and worship-related language
- Experience with Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.), One Drive, Constant Contact, data base management, social media platforms and website updates
- Three years of secretarial experience
- Associates degree desired
- Personable and enjoys working with diverse groups of people including community members, visitors, vendors, and church members
- Communicate effectively both verbally and in writing and have basic financial skills
- Ability to proofread with a keen eye for detail
- Must be excellent at time management and stick to weekly deadlines
- Dependable & Flexible
- Self-motivated and self-starter, able to see what needs to be done and do it

## **General Information**

- Church membership is not required
- Personal transportation is necessary
- Keeping confidentiality is mandatory
- Schedule can be flexible upon approval of the Pastor
- A minimum of a thirty (30) day notice of termination is expected from either the Church or the Administrative Assistant to the Pastor
- St. John United Church of Christ covenant members are ineligible for this position

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## **To apply email or US mail cover letter and resume to:**

[Pastor@StJohnChurch.net](mailto:Pastor@StJohnChurch.net)

The Reverend Keith M. Haithcock, Pastor & Teacher  
St. John United Church of Christ  
520 Fairfield Avenue, Bellevue, KY 41073

## **Three professional references will be requested prior to hire.**

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**St. John United Church of Christ is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, national or ethnic origin, disability, age, veteran status, or sexual orientation or gender identity.**