

NCC Part Time Administrative Assistant Job Description

Position Title

Administrative Assistant (Part Time) 32 Hours Weekly

Reports To

Lead Pastor

Office Hours

Monday – Thursday
8:00 AM – 4:30 PM

Position Summary

The Administrative Assistant serves as a key support role for the church staff and congregation by providing administrative, organizational, and communication support. This position requires strong computer skills, attention to detail, creativity, excellent communication, and the ability to manage multiple projects in a fast-paced ministry environment.

Primary Responsibilities

Office Administration

- Answer and direct phone calls in a professional and friendly manner
- Maintain and manage the church calendar and facility scheduling
- Coordinate building reservations and event scheduling
- Assist staff members with administrative and ministry projects as needed
- Help coordinate and schedule staff meetings
- Maintain organized office files and records
- Perform general office duties including copying, printing, and document preparation

Communication & Media

- Create and produce weekly church bulletins using creative design, pictures, and layouts
- Prepare weekly PowerPoint presentations for services and events
- Use Microsoft Office programs including Word, PowerPoint, and Publisher proficiently

- Use Canva for creating content
- Input weekly service presentations into ProPresenter, including scriptures, songs, announcements, and media

Database & Technology

- Perform data entry
- Become knowledgeable in all aspects of Planning Center and assist staff in its use
- Maintain accuracy and confidentiality of church financial & member information

Facilities & Event Coordination

- Manage facility scheduling and event reservations
- Coordinate with custodial staff to ensure building supplies are ordered and maintained
- Assist in preparing facilities and materials for church events and activities
- Oversee sign-ups and registration materials for church ministries and events

Benevolence & Ministry Support

- Assist in overseeing benevolence scheduling and fulfillment of approved assistance pledges
- Support church ministries by helping organize projects, communication, and scheduling
- Serve as a welcoming and helpful point of contact for church members and guests

Qualifications

- Strong typing and computer skills
- Proficiency in Microsoft Office, especially PowerPoint and Publisher
- Ability to create visually appealing designs and presentations
- Willingness to learn new software and church management systems (i.e. Canva, ProPresenter, Planning Center, etc.)

- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and professionalism
- Dependable, self-motivated, and detail-oriented
- Prior administrative or church office experience preferred

Preferred Skills

- Experience with office administration and data entry
- Graphic design or creative media experience
- Event coordination and scheduling experience

Work Environment

- Team-oriented church office environment
- Interaction with church staff, volunteers, members, and community guests
- Some evening or weekend availability may occasionally be required for special events or ministry needs