

HOLY TRINITY PRESBYTERIAN CHURCH

Part-Time Church Administrative Assistant

Up to 20 hours per week

\$18.00–\$20.00 per hour (based on experience)

About the Position

Holy Trinity Presbyterian Church is seeking a warm, organized, and detail-oriented Part-Time **Church Administrative Assistant** to support the Pastor and ministry teams. This role helps maintain a welcoming office environment, prepares worship materials, assists with communication, and ensures accurate record-keeping.

Key Responsibilities

- Manage daily office operations and workflow
- Prepare worship bulletins and weekly publications
- Welcome visitors and answer phones
- Coordinate facility scheduling and the church calendar
- Use computers, office software, and automated systems

Qualifications

- Must have strong computer and software skills
- Excellent communication and organizational abilities
- Highly dependable with a proven track record and regular attendance.
- 2–3 years administrative experience (church or nonprofit preferred)

Apply Today

Submit your résumé to the church office