

Lone Pine Christian Church
582 Lone Pine Road
Washington, PA 15301
(724) 267-4512
church@lonepinechristianchurch.comcastbiz.net

Job Title: Administrative Assistant

Reports to: Church Trustees

Pay rate: \$12/hour

Hours worked: 15 hours per week, 3 days per week

Probationary period: 90 days

Description:

Lone Pine Christian Church is seeking a part-time administrative assistant to provide office support to the Pastor, Board of Directors and its Committees. Duties include, but are not limited to:

- Answer and direct phone calls and messages to those who need to respond
- Handle mail: collect, date stamp, sort, and distribute
- Handle church email
- Organize and schedule meetings and appointments and maintain the church calendar
- Prepare weekly bulletins: gather announcements, type, print, and fold
- Prepare and mail newsletters, letters, and other publications
- Participate in weekly staff meetings
- Work with the Pastor and Trustees to set goals
- With approval, order office supplies
- Maintain an adequate supply of Baptismal books, wedding booklets, baby dedication booklets, new member information, welcome cards and stamps
- Maintain filing system and keep office files current
- Type and prepare annual reports, distribute copies as necessary
- Change outside sign as needed
- Other duties as assigned

Qualifications:

- Excellent communication skills and computer skills, including Microsoft Office (Outlook, Word, Excel, Publisher, and PowerPoint)
- Able to maintain confidentiality
- Able to work independently
- At least 3 years' prior experience as an administrative assistant
- Associate or Bachelor's degree preferred