**Job title: Secretary (Part time)**

**Reports to: Pastor**

**Job purpose**

Provide secretarial service for church office and staff members

Provide reception services for visitors, members, and pre-school parents & staff

Provide support for suppliers, vendors, working committees as directed by the Pastor

**Duties and responsibilities**

Manage email communications, phone, reception, and correspondence

Manage the church calendar and building events

Prepare weekly service bulletins, emails blasts, weekly power points presentation for Sunday services, quarterly newsletters, and annual mailings

Meet, greet, and direct office visitors

Manage telephones and correspondence for pre-school and other outside groups which use the church

Organize and maintain files and records

Maintain a contact data base of all members and attendance records

Update church digital communications including website, Facebook page and digital sign

Other duties as assigned

**Qualifications**

High school diploma.

Requisite computer skills such as Microsoft Office and spreadsheet familiarity

Email, website and Facebook skills helpful, but not required

Highly organized and able to work independently

Confidentiality a must

Good public relations skills and human resources understanding

Previous office experience preferred

**Hours**

Estimated 20 hour per week. Flexible.