

WESTMINSTER PRESBYTERIAN CHURCH

Job Title Office Assistant
Department Administration
Reports To Office Manager
Classification Part-Time / Non-Exempt

Position Summary

The Office Assistant provides part-time administrative and clerical support to pastoral, administrative, and program staff while supporting the daily operations of the church office. This role focuses on execution, coordination, and hospitality, and works under the direction of the Office Manager to ensure smooth office and membership-related processes.

Core Responsibilities

Office Operations & Hospitality

- Serve as a welcoming presence by answering phones, greeting visitors, responding to inquiries, and directing requests appropriately
- Assist with office equipment upkeep by monitoring supplies, reporting issues, and supporting routine maintenance
- Support the Office Manager with general office organization and workflow coordination

Office & Administrative Support

- Provide administrative support to pastors and staff as assigned by the Office Manager
- Generate professional correspondence and assist with congregational mailings as needed
- Assist preparation and distribution of materials for worship services and church communications, including weekly worship materials and proof-reading email updates
- Help with meeting logistics and supplying details in Planning Center (church management system)

Congregational Care & Event Support

- Support administrative details for weddings, funerals, and baptisms, providing logistical support to participants and staff under Office Manager guidance
- Support the accuracy of the events calendar, tracking building usage, and processes requests for outside facility use under Office Manager guidance

Skills & Attributes

- Strong verbal and written communication skills
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher)
- Ability to learn church management, calendar, and communication systems
- Ability to work independently within clearly defined responsibilities
- Strong attention to detail and organizational skills
- Warm, professional, and service-oriented demeanor
- Continuous improvement mind-set
- Understanding and support of the mission of Westminster and PC(USA)

Education & Experience

- High school diploma or equivalent required; Associate degree preferred
- Minimum of two years of prior administrative experience

Physical & Work Environment

- Primarily office-based with regular interaction with staff, members, and visitors
- Ability to sit, stand, and use office equipment for extended periods