
Administrative Assistant Job Description

(created 8/12/26)

Our Mission: To trust in Jesus, love like Jesus, grow in Jesus, bring others to Jesus

Purpose: The Administrative Assistant/Communications Director serves as the backbone of communication efforts at Bethany Presbyterian Church, ensuring smooth administrative operations, professional communication, and alignment with the church's vision and mission. This position requires a dynamic individual with strong technical, organizational, and interpersonal skills to effectively manage the church's communication platforms and provide critical support to church leadership.

Accountability: Reports directly to the Senior Pastor

Qualities: Trust in and love for Jesus Christ; ability to complete tasks in an efficient manner with limited direction; ability to work with others in the framework of the church; Self-motivated, with a proactive and problem-solving mindset; Professional demeanor and the ability to maintain confidentiality

Core Competencies: Exceptional organizational skills with the ability to multitask and prioritize effectively; Strong analytical skills to assess and improve communication strategies; Ability to build and maintain positive relationships with staff, church members, and volunteers; Strong written and verbal communication skills, with attention to detail and clarity; Collaborative and adaptable approach to team dynamics; Familiarity with Canva, Church Windows or similar database software, and Microsoft Office Suite; Knowledge of email marketing platforms (e.g., MailChimp or Constant Contact) and social media management; Committed to supporting the mission and vision of the church

Status: Non-Exempt

Responsibilities:

1. Manage and maintain the Pastors' schedules, including appointments, meetings, and deadlines
2. Oversee the church calendar, coordinating events, meetings, and other activities in conjunction with the Facility Coordinator
3. Works with the Facility Coordinator to accommodate property use requests
4. Create and distribute digital and print materials including the bulletin using Canva for church events, announcements, and ministry initiatives ensuring all information is current and relevant; assist with Newsletter development, with primary responsibility for production and distribution
5. Responsible for sanctuary flower orders and bulletin notices
6. Maintain and update the electronic signs and internal monitors with current events, announcements, and other relevant information
7. Serve as the primary point of contact for phone calls, emails and visitors, providing a welcoming and professional presence
8. Ensure office supplies are stocked and equipment is in working order; places service calls for office equipment and phones; initiates purchase requests with appropriate staff members for supplies as needed
9. Serve as a liaison between committees and staff, assisting in planning church events
10. Maintain an organized repository of marketing materials, graphics, and templates

11. Maintain current membership contact and life event information across multiple platforms including but not limited to Church Windows, Planning Center, Constant Contact, and the church envelope provider with emphasis on database management
12. Update school grades and specialized fields in Church Windows annually and review lists for newly eligible individuals
13. Provide updates and data for the annual church directory in conjunction with the membership team
14. Creates and maintains online registrations for events through Planning Center and the Church Website
15. Assist the Senior Pastor, Associate Pastor and leadership team with special initiatives or projects as assigned
16. Research and recommend tools or platforms to improve administrative efficiency or enhance communication efforts
17. Purchasing for church events and coordination of funeral luncheons
18. Maintaining church email groups

Educational Requirements: High School degree required, College degree preferred.

Evaluation: Performance reviews will be conducted according to policy. The reviews will be conducted by the Personnel Committee and Senior Pastor. Also, the Personnel Committee and the Session Budget Committee will annually review compensation, including benefits.

We will consider both Full-time (40 hours) and Part-time (29 hours) applicants for this position. It is an in-person position at the church during regular business hours. Please note if you are interested in full or part time with your application.

Interested applicants should send a resume to finance@bethanypresby.org