Office Assistant (Part-time, 16-20 hours/week)

Trinity United Methodist Church
903 Forest Ave.
Henrico, VA 23229

Trinity United Methodist Church in Henrico, VA, is seeking a warm, organized, and detail-oriented Office Assistant to support our daily church operations. Reporting directly to the Lead Pastor or his/her designee, this part-time role (16–20 hours/week) serves as the welcoming face and voice of our congregation. Key responsibilities include managing front-desk duties, preparing weekly worship bulletins, coordinating volunteer schedules, managing bereavement communications, and handling crucial administrative tasks such as maintaining database records (ACS), managing internal calendars, and processing membership updates. The ideal candidate possesses excellent communication skills, strong organizational abilities, a high level of discretion with confidential matters, and proficiency in basic office software.

Position Type: Part-time, 16-20 hours/week
Reports to: Lead Pastor or his/her designee

Key Responsibilities

Front Desk & Guest Services

- Be the welcoming face and voice of the church by warmly greeting visitors and answering phones.

Worship & Event Support

- Prepare (copy, fold, and deliver) weekly worship bulletins to the sanctuary.
- Coordinate Sunday usher schedules and send team notifications.
- Order flowers for special events/funerals and arrange deliveries to shut-ins.
- Bereavement Management - Mail bereavement books to support grieving families, coordinate with the bereavement hospitality teams and internal staff, record the next of kin information, assist with All Saints Sunday and send letters.

Administrative & Clerical

- Membership Management - Maintain accurate membership records and general files, review pew pads and online attendance, maintain Sunday School registration pages, sign up attendees for newsletters, process all deaths, transfers, baptisms, change information in ACS system, communicate requests for prayers or assistance, send prayer and thank you cards from staff, run background checks and maintain background clearances in system, maintain background check tracking spreadsheet.
- Internal Calendar Management - Update internal calendar with requests, communicate with Director of Operations as needed, communicate changes with Sonitrol, add regularly occurring dates to web calendar (i.e. United Women in Faith (U.W.I.F.) events)
- Inventory and Ordering - Monitor inventory and order office supplies as needed. Maintain office printer equipment and schedule routine repairs and maintenance.
- Support Financial Administrator with assisting with offering count.
- Prepare letters and other communications and/or mailings for Lead Pastor as needed.
- Assist church groups and committees with copying and materials, print assets for U.W.I.F.
- Prepare staff meeting agendas
- Other administrative tasks as needed.

Qualifications & Skills

- Minimum: High school diploma or equivalent (GED).
- Preferred: Associate's or Bachelor's degree.
- Friendly, professional demeanor with excellent communication skills.
- Strong organizational abilities and attention to detail.
- Demonstrates ability to handle confidential and sensitive matters with utmost discretion.
- Proficiency with basic office software (e.g., ACS, Microsoft Office, Google Workspace, and email).
- Previous administrative or church/non-profit experience is a plus.

Schedule and Compensation

- Hours: Part-time, 16-20 hours/week (Generally scheduled Monday–Thursday 9:00 a.m.-1:00 p.m. within normal business hours).
- Pay Rate**:** $18.00–$21.00 per hour, commensurate with education, experience, and skill level.

Application Process

Please submit your resume and cover letter to the Trinity Staff Parish Relations Committee at **sprc@trinityumc.net**

At Trinity UMC, we are committed to the stewardship of resources as a ministry of God. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

https://trinityumc.net