



TRINITY

United Methodist Church

Office Assistant (Part-time, 12-15 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 to the Lead Pastor, you will be the welcoming face of our church, manage front-desk duties, prepare weekly service bulletins, maintain membership records and assist staff with general administrative and clerical duties.

Position Type: Part-time, 12-15 hours/week

Reports to: Lead Pastor

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.
- Mail bereavement books to support grieving families.

Administrative & Clerical

- Assist church groups and committees with copying and materials.
- Maintain accurate membership records and general files.
- Monitor inventory and order office supplies as needed.
- Maintain office equipment and schedule routine repairs.

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., Microsoft Office, Google Workspace, and email).
- Previous administrative or church/non-profit experience is a plus.

Schedule and Compensation

- Hours: Part-time, 12–15 hours/week (Generally scheduled Monday–Thursday within normal business hours).
- Pay Rate: \$17.00–\$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>