



new hope

community church

Part-time Administrative Assistant

12–20 Hours per week, with flexible scheduling based on ministry needs

Position Summary

New Hope Community Church is seeking a friendly, organized, and ministry-minded Administrative Assistant to support the daily operations of the church.

This position provides administrative, communication, and organizational support to the Pastors, ordained officers, ministry leaders, and congregation while serving as a welcoming first point of contact for members and visitors. The person in this position maintains accurate church records, coordinates communications, supports church events and ministries, and utilizes church management software to assist the ministries of the church.

The Administrative Assistant reports to the Senior Pastor, but must work collaboratively with the Pastors, Elders, Deacons, ministry leaders, volunteers, and members of the congregation.

Mission Alignment

The Administrative Assistant serves as a representative of New Hope Community Church and is expected to support the church's Mission, Vision, and Values through professional conduct, servant leadership, and Christ-centered interactions with members, visitors, volunteers, and the community.

Responsibilities

This document describes the general nature and level of work expected of the position. However, specific responsibilities may evolve as the ministry and administrative needs of the church change. The Administrative Assistant may be assigned additional duties consistent with the purpose and scope described.

Office Administration

- Welcome and assist visitors and guests in a friendly, professional, Christ-centered manner.
- Answer phone calls, emails, and general office inquiries.
- Retrieve, sort, and process incoming and outgoing mail.
- Order and maintain office supplies.
- Maintain the congregational mailbox system.
- Maintain church files in digital and analog formats as appropriate.
- Assist with maintaining electronic files and cloud-based document organization.
- Maintain training materials and assist with office volunteer training.

Worship & Communications

- Prepare, print, and distribute the weekly bulletin.
- Prepare and publish the weekly newsletter using Constant Contact or other communication platform(s).
- Maintain volunteer schedules and publish them in the weekly bulletin.
- Update and maintain the church website, social media platforms, digital street sign, and other communication channels, as assigned.

- Publicize church programs, events, and activities through flyers, email, social media, the church website, Constant Contact, and other communication platforms.
- Notify members of schedule changes or event cancellations.

Church Management & Records

- Maintain the church calendar, including special events, facility scheduling, and room reservations within the Church Management Software (ChMS).
- Maintain accurate member, visitor, volunteer, and ministry records using the ChMS.
- Maintain visitor follow-up records.
- Maintain Elder Shepherding lists.
- Generate membership, attendance, volunteer, directory, and authorized giving reports as requested.
- Prepare printed or digital church directories as requested.

Ministry & Leadership Support

- Assist the Pastors with scheduling, correspondence, communications, and ordering ministry resources.
- Assist Deacons with church use forms.
- Coordinate communication with groups using church facilities.
- Prepare materials for Session meetings, congregational meetings, and other special church meetings.
- Provide administrative support for Session projects, including maintaining denominational reports and records.

Qualifications

Required

- Must profess a personal faith in Jesus Christ and support the mission and ministry of New Hope Community Church.
- Ability to exercise sound judgment and maintain strict confidentiality.
- Friendly, welcoming, and service-oriented attitude.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and time management skills with excellent attention to detail.
- Ability to prioritize multiple projects while working independently.
- Proficiency with Microsoft Office.
- Experience with email communication platforms such as Constant Contact or similar services.
- Ability to learn and effectively use Church Management Software (ChMS).
- Familiarity with social media platforms and basic website content management.

Preferred

- Previous administrative or office experience, preferably in a church or nonprofit setting.
- Familiarity with Presbyterian church governance and ministry; PCA experience a plus.
- Experience using Church Management Software.
- Basic graphic design or desktop publishing experience.

Confidentiality

This position regularly handles sensitive information regarding church members, staff, finances, and ministry activities. The Administrative Assistant is expected to maintain the highest level of confidentiality, discretion, integrity, and professionalism in all aspects of the position.

To Apply

Interested applicants are encouraged to submit a résumé and cover letter, along with any additional relevant information to pastor2@newhopewausau.org.