

Administrative Assistant (Part-Time)

First Presbyterian Church of South Charleston

Location: South Charleston, OH

Schedule: 20-25 hours per week

Position Overview

First Presbyterian Church of South Charleston is seeking a dependable, organized, and detail-oriented Administrative Assistant to support the daily operations of the church office. This position serves as a key resource for church staff, leadership, congregation members, and community partners by providing administrative, financial, communication, and scheduling support.

Key Responsibilities

- Manage church communications, including email, voicemail, mail, and inquiries from members and visitors.
- Maintain church records, databases, attendance information, directories, and meeting documentation.
- Assist with financial processes, including payroll, accounts payable, recordkeeping, and QuickBooks reconciliation.
- Coordinate church calendars, events, facility reservations, volunteer schedules, and ministry communications.
- Support office operations by maintaining filing systems, ordering supplies, coordinating printing, and managing office equipment needs.
- Serve as a liaison with vendors, contractors, and service providers as needed.

Qualifications

- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency with Microsoft Office and general office technology; QuickBooks experience preferred.
- Ability to handle confidential information with professionalism and discretion.
- Ability to work independently and manage multiple priorities.
- Previous administrative experience preferred; church office experience is a plus.

What We Offer

- Part-time schedule of 20-25 hours per week.
- Flexible, supportive work environment.

- Opportunity to contribute to the ministry and mission of a welcoming church community.

To Apply

Please submit your resume and a brief cover letter outlining your qualifications and interest in the position.