

West Valley Presbyterian Church, a family-focused Christian community in the heart of the Silicon Valley, is looking for an energetic, conscientious and detail-oriented individual who enjoys making a difference, being part of a team and serving others.

ADMINISTRATIVE ASSISTANT FOR CHURCH OFFICE (Part-time)

The position is 16 hours per week - 1pm to 5pm, Tuesday through Friday

JOB DESCRIPTION/RESPONSIBILITIES:

Provide administrative support for the church office.

- Answering phones and greeting guests to the office.
- Support staff members and volunteer leaders – copying, scanning, spreadsheets, letters, etc.
- Maintain church database – update event attendance and member information.
- Distribute mail and maintain office mailboxes.
- Monitor and order office supply and copier inventory.
- Create printed material, such as weekly bulletins, flyers, forms, and programs, as needed.
- Manage church calendar.
- Update webpage and social media pages as needed – posting blogs, bulletins, and other information to the websites and a variety of social media pages.
- Keep office clean and organized.
- Special projects as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma
- Proficient in MS Office suite (including Publisher), Google (docs, sheets, calendar, & forms), Email, Internet
- The ability to support multiple staff and work on multiple projects simultaneously.
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- Ability to manage multiple tasks and achieve deadlines under pressure.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.

Please send your cover letter & resume to Veronica Cruz at veronica@wvpc.org