

Job Posting: Administrative Assistant**Pacific Grove First United Methodist Church**

Location: Pacific Grove, California

Position Type: Part-Time (12 hours/week)

Overview:

Pacific Grove United Methodist Church is seeking a reliable, organized, and personable **Administrative Assistant** to support the day-to-day operations of our welcoming church community. This part-time role is ideal for someone who enjoys a meaningful work environment and has strong administrative skills.

Key Responsibilities:

- Provide general administrative support to the pastor, church leadership, and committees
- Manage phone calls, emails, mail, and other church communications
- Maintain church calendar, coordinate space usage, and schedule appointments
- Prepare weekly bulletins, newsletters, and other church publications
- Maintain membership records and other church documents
- Greet and assist visitors and members with warmth and professionalism

Qualifications:

- Prior experience in office administration (church setting a plus)
- Strong organizational and communication skills with attention to detail
- Proficiency in Microsoft Office (Word, Excel) and comfort with email and online tools
- Ability to work independently, manage time well, and handle sensitive information with discretion
- Friendly, welcoming demeanor with a heart for service
- Must have a high school diploma or equivalent

Work Schedule:

- 12 hours over 3-4 days per week as consistent office hours. Specific days and time can be discussed during the interview process. For example, Monday-Thursday 9-12 or 10-1 or Tuesday-Thursday 9-1.

Compensation:

- \$22-25 hourly wage, depending on experience

How to Apply:

Please submit a cover letter and resume to pastorjennifer@butterflychurch.org

Applications will be reviewed on a rolling basis until the position is filled.