

Point Pleasant United Methodist Church

Position: Administrative Assistant

Responsibilities:

- Facilitation of communications through: Church Email, Flocknotes, E-News, Monthly Newsletter and the information that goes onto the Church Website.
- Keeping the church database up-to-date.
- Overall facilitation of Calendar including the coordination of church events/announcements and church and outside group usage.
- Coordination of Worship Bulletins and Monthly Newsletter.
- Facilitate outreach to visitors and the larger community.

Hours:

10 - 12 hours per week. (Tuesdays and Thursdays or Fridays)

Up to 50 percent of this time is flex time – with the possibility of working remotely from home.

Compensation:

\$9,360 – \$11,232 annually \$780 - 936 per month (\$18.00 per hour)

24 hours paid vacation annually.