**Hebron Mennonite Administrative Assistant Job Description**

We’re looking for an administrative assistant to work 9-12 hours per week, with at least some of those hours in-person (especially for printing bulletins and collaborating with Pastor Anna).

**Duties**

* Check and respond to emails and phone messages
* Administer the church’s Google workspace and website
* Collaborate with the pastor to design bulletins for weekly worship and other events
* Collaborate with the pastor to send a mid-week email to church members
* Take minutes at Leadership Team meetings (6:30pm, 3rd Thursday, every other month)
* Monitor the church’s subscriptions and office equipment (especially copier)
* Make updates to the church directory
* (And other duties requested by the pastor or Leadership team)

**Qualifications**

* Organized, with attention to detail
* Proficient in Microsoft Office and Google workspace
* Self-motivated and able to prioritize workload effectively
* Strong written and verbal communication skills
* Able to work with others (especially the pastor and Leadership Team)
* A follower of Jesus (Mennonite or otherwise)

If you are a proactive individual with decent computer skills and a passion for church administration, we encourage you to apply for this part-time position as Administrative Assistant for Hebron Mennonite Church.