

Church Administrative Assistant
Providence Christian Reformed Church

(Part-Time, Paid Position – 3 days a week, 9:00 AM to 2:00 PM in office)

Reports to: Church Administrator

Approved: November 10, 2025

Position Summary

Serve as the first point of contact for church members, guests, and the public while providing administrative support for facilities, communications, and general office functions. This role also offers administrative and project-based support to pastors, ministry directors, and ministry teams, and is stationed at the front desk with regular office hours.

Qualifications and Requirements

- High school diploma or equivalent required; Associate degree preferred.
- Previous administrative or office experience, preferably in a church or nonprofit setting.
- A personal and public commitment to Jesus Christ as Lord and Savior.
- Dedicated support for the mission and ministry of Providence CRC.
- Demonstrated leadership, teamwork, and ability to collaborate with volunteers.
- Strong organizational, communication, and time management skills.
- Proficiency with Microsoft Office, Google Workspace, and general computer systems.
- Ability to maintain strict confidentiality in all church matters.

Office Management and Administration

- Greet and assist visitors and respond to inquiries with warmth and professionalism.
- Answer and direct incoming calls and emails; take messages as needed.
- Sort and distribute mail; sign for and handle incoming packages.
- Order and maintain office and paper supplies; manage copier and printer maintenance.
- File Accounts Payable invoices and related documentation.
- Support facility rentals and maintain communication with the Event Coordinator.
- Maintain keys, door access cards, and security codes database.
- Manage office filing systems (digital and paper) and annual archiving.

Communication and Publications

- Prepare and publish the weekly bulletin, announcements, and orders of worship.
- Distribute bulletins and communications to member mailboxes and shut-ins.
- Create PowerPoint slides for worship and announcements.
- Send weekly tech and calendar emails; update social media with service links.
- Collaborate with the Communications Coordinator for consistency across all platforms.

Technology and Data Management

- Update Planning Center, Servant Keeper, and Google Drive files.
- Support staff with login credentials, equipment troubleshooting, and file organization.
- Work with IT personnel to maintain the door access system and staff training.

Ministry and Staff Support

- Assist Pastors and Directors with administrative needs and scheduling.
- Prepare baptism and profession of faith certificates; maintain corresponding records.
- Update databases for Kids Life Bible Club and other programs.
- Maintain kitchen supplies, paper products, and coffee materials.
- Support coordination of community events such as Fall Festival and Gaines Township voting.
- Ensure the Fellowship Hall and workspaces remain tidy and organized.
- Run errands, order items needed for programming.

Council and Committee Support

- Copy, organize, and distribute Executive, Elder, and Deacon meeting materials.
- Support Council President in election and congregational meeting communications.
- Assist with annual congregational meeting preparations, including ballots, budgets, and communication materials.
- Email approved minutes to CRCNA archives annually and maintain database updates.

Facility Coordination and Event Support

- Assist with facility scheduling, event setup, and communication with the Event Coordinator.
- Coordinate funeral logistics and facility use, including sound/video needs.
- Assist Director of Facilities

Additional Responsibilities

- Participate in staff meetings and provide administrative support as requested.
- Provide hospitality and logistical support for church events.
- Maintain confidentiality in all personnel and congregational matters.
- Perform other duties as assigned by the Church Administrator or Executive Council.

To apply, please send your résumé and a brief cover letter to Alyssa Blom at ablom@providence-crc.org.

We look forward to hearing from you!