

Rainbow Presbyterian Church
3220 Rainbow Drive
Rainbow City, AL. 35906

Job Title: *Administrative Specialist*

Position Type: *Part-Time (24 Hours Weekly)*

Reports to: *Executive Congregational Care Pastor (ECCP) through the direction and oversight of the Lead Pastor (LP)*

Job Summary:

The Church Administrative Specialist supports the mission and ministry of the church by ensuring smooth day-to-day operations, greeting and helping those visiting the church campus during the week, aiding ministerial staff with clerical duties, and delivering clear, consistent communication to staff team, church leadership, and members. This role is a support position providing assistant to the pastoral and administrative staff to accomplish the day-to-day duties of the RPC staff team.

Key Responsibilities:

Administrative Support

- Work in tandem with the Office Administrator on points of contact for visitors, members, and inquiries via phone, email, and in-person.
 - Assist the lead pastor, pastoral, and worship staff team with administrative tasks and correspondence.
 - Attend and assist Office Administrator with scheduled staff meetings.
 - When requested, transcribe, proof, edit emails and other documents for Lead Pastor.
 - Be trained to support/cover the functions of the Office Administrator on a temporary basis when the Office Administrator is out of the office.
 - Other administrative duties as assigned by ECCP or LP.
-

Qualifications:

- A personal profession of faith in Christ, evidence of the Fruit of the Spirit, and ascribe to the church member vows.
- Strong organizational and multitasking skills.
- Excellent written, proofing, and verbal communication skills.

- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) Google Docs, or a trainable knowledge of these software programs.
 - Ability to maintain confidentiality and demonstrate discretion.
 - Friendly, welcoming demeanor with a heart for ministry and service.
-

Work Schedule:

- Hours per week: 24 hrs. (Monday- Thursday)
-

Compensation:

To be determined based on qualifications, experience, and hours.