

ADMINISTRATIVE ASSISTANT

Tustin Presbyterian Church

225 West Main Street

Tustin, CA 92780-4319

Major Duties/Responsibilities

- ☐ Provide secretarial support for the Pastor/Head of staff as well as for program staff.
- ☐ To prepare, reproduce and distribute a variety of documents and mailings such as worship service bulletins
- ☐ Perform general secretarial and hospitality duties when Church Secretary is not there
- ☐ Supervise all clerical volunteers
- ☐ Liaison with custodial and maintenance staff
- ☐ Liaison with tenants
- ☐ Schedule and coordinate with contractors that come to work on the building.
- ☐ Process all incoming checks made out to Tustin Presbyterian Church
- ☐ Other duties may be assigned, consistent with the terms of this job description.

Work Hours

- ☐ This is a 24 hour per week position. Work schedule will include mornings but is flexible.

Salary

- ☐ \$20-\$23 per hour, negotiable

Qualifications

Education

Minimum of a High School Diploma. Secretarial or Business College education desirable.

Skills

- ☐ Computer
 - Good working knowledge of Microsoft Office and desktop publishing
- ☐ People/Communication
 - Needs to be caring, compassionate and calm
- ☐ Critical Thinking
 - Needs to have good common sense and an aptitude for and willingness to learn
- ☐ Spanish Bilingual a plus but not mandatory

Timeline

- ☐ Immediate until filled

Apply at: info@tustinpresbyterian.org

- ☐ Please include resume and brief introductory letter.