

**Bethel Community Presbyterian Church**  
**ADMINISTRATIVE ASSISTANT**  
**Position Description**

**ABOUT OUR CHURCH:**

The vision of Bethel Community Presbyterian Church is to be a faith family, centered on Jesus, and marked by God's presence and purpose in our community. We are a multigenerational, multiethnic, LGBTQIA+ affirming PC(USA) church in San Leandro, CA that currently has both local presence and digital reach. Due to about 20% of our regular attenders living outside of the East Bay, we are a "hybrid" community, and currently have around 100 people involved in the life of the church in some form.

**OVERVIEW:** The Administrative Assistant works under the direction of the Bethel Community session and the supervision of Senior Pastors to oversee various administrative tasks for the church, particularly in the realm of finances and communications. This position requires hands-on work in partnership with the pastoral team.

**CORE COMPETENCIES**

- Familiarity and alignment with the vision and goals of Bethel Community
- Able to work with minimal supervision
- Flexible, reliable, self-directed, creative and attentive to detail
- Business or office management experience
- Friendly and professional approach to working with external clients (church members, vendors, community partners, etc.)
- Team-oriented
- Experience with Google Suite and Office Suite.
- Experience with Squarespace, Mailchimp and Planning Center strongly preferred
- Basic Accounting knowledge
- Strong language and communication skills

**TIME COMMITMENT:** 10-15 hours per week. Days and hours are flexible. Work is remote but requires occasional visits to the church.

**PAY STATUS:** Hourly, non-exempt position; Pay range will begin at \$25-35/hr and is commensurate with experience

**RELATIONSHIPS:**

- Report to pastor as immediate supervisor through weekly check-ins
- Connect and integrate with rest of church staff team in monthly staff meetings
- Collaborate with church ministry leaders, committees, and volunteers as needed

## RESPONSIBILITIES:

Communication tasks: oversee efficient organization and church communication

- Handle confidential and sensitive information for the church
- Answer and return general church correspondence: mail, email, phone
- Help maintain/update church website
- Maintain church directory and member database
- Oversee ongoing communication via Mailchimp email blasts
- Support communications efforts via social media platforms (Instagram, Discord)
- Create graphics for various events and announcements

Finance tasks: Assistance with church accounting and finances

- Gather church mail and make bank deposits
- Support effective tracking, payment, logging of income and expenditures
- Collaborate with bookkeeper to process income, invoices and payroll
- Oversee bill processing and confirm accuracy of utilities
- Review church giving databases to create monthly giving reports and summaries
- Work with finance committee on annual budgeting processes
- Prepare and create year end documents: contribution letters, W-2s, 1099s, etc.

### FOR MORE INFO:

Contact church personnel committee:

[openings@bethelcommunitysl.org](mailto:openings@bethelcommunitysl.org)

Bethel Community Presbyterian Church  
14235 Bancroft Ave San Leandro, CA 94578

### TO APPLY FOR THIS POSITION:

Please submit a cover letter, resume, and 3 references to

[openings@bethelcommunitysl.org](mailto:openings@bethelcommunitysl.org)