

OFFICE ADMINISTRATOR
Assembly Mennonite Church

The Office Administrator is a salaried 0.75 FTE position (average 30 hours per week) with benefits, including health insurance, paid time off, and paid sick days. This person reports to the Pastor of Congregational Life, and works closely with the Treasurer.

Starting Salary: \$34,000 - \$39,000 depending on experience.

Responsibilities include: keep regular office hours, answer phone & respond to emails, update website, social media & bulletin boards, financial bookkeeping, manage membership database, compile reports and oversee filing documents, coordinate volunteers, coordinate facility rentals & maintenance, provide administrative support to pastoral team

Qualifications: Effective communication and interpersonal skills, ability to maintain confidentiality, patience and flexibility in a work environment with many interruptions, strong organizational skills, computer proficiency. Basic understanding of accounting concepts including accounts payable, payroll and cash flow. A minimum of 2-3 years in an organizational administrative setting. Some familiarity with the Assembly congregation may be beneficial.

[Assembly Mennonite Church](#) is a congregation of Anabaptist-Mennonite Christians who have covenanted together as a worshiping community. We are members of [Central District Conference, part of Mennonite Church USA](#). We are also a member of the [Supportive Communities Network](#).

Interested applicants should send a cover letter and resume to Scott Coulter (scottc@assemblymennonite.org).

Posted 3/17/2025