

Woodstock United Methodist Church – Part-Time Administrative Assistant

Job Title: Part-Time Administrative Assistant
Location: Woodstock United Methodist Church
Salary: \$16.00 - \$18.50 per hour
Position: Part-Time (Flexible hours)

Woodstock United Methodist Church, located in Woodstock, Virginia, is seeking a dedicated and detail-oriented **Part-Time Administrative Assistant** to join our team. This role is essential in supporting the day-to-day operations of our church office. If you are organized, professional, and looking for a meaningful part-time position, we encourage you to apply!

Key Responsibilities:

- Manage day-to-day office operations, including answering phones, responding to emails, and greeting visitors.
- Maintain church records, schedules, and databases.
- Assist with the preparation of bulletins, newsletters, and other church communications.
- Handle financial tasks using QuickBooks, such as managing accounts payable/receivable and assisting with budget tracking.
- Coordinate facility use, scheduling events, and maintaining church calendars.
- Provide administrative support to the pastor and church staff.
- Manage supplies, inventory, and office equipment.
- Assist with special projects and church events as needed.

Qualifications:

- Previous administrative experience, preferably in a church or non-profit setting.
- Proficiency in QuickBooks and general bookkeeping tasks.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and office technology.
- Friendly and professional demeanor with a heart for service.
- Ability to maintain confidentiality and handle sensitive information.

Benefits:

- Flexible work schedule
- Positive and supportive work environment

If you are interested in being part of a warm and welcoming church community while contributing to the smooth operation of our office, please send your resume and cover letter to wumc.careers@gmail.com.

A thorough background check is required for all applicants.

