

## Job Description

### ADMINISTRATIVE ASSISTANT, Tustin Presbyterian Church

#### 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 as well as 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

- \$18-\$21 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: [Tustinpresbyterianjobs@gmail.com](mailto:Tustinpresbyterianjobs@gmail.com)

- Please include resume and brief introductory letter.

Tustin Presbyterian Church  
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