

**Cornerstone United Methodist  
Church Administrative Assistant  
Or Church Admin /Treasurer  
(Updated May 2026)**

**Hours, Pay, Benefits, and Accountability**

Hours: Tuesday-Thursday, 10:00 am-3:30 pm, or 9:00 am – 3:30 pm with an unpaid 30-minute lunch  
This position is 15hrs (Admin) -18hrs (Admin/Treasurer) per week (additional hours may be necessary in the Fall, around Christmas and Holy Week, February and March)

Pay: \$20-22 per hr.

Benefits: Paid vacation and sick days. No insurance is offered for this position.

Supervision: This position reports directly to the Pastor, then to the Staff Parish Relations Committee.

**Administrative Assistant Roles and Responsibilities**

This position is designed to bring glory to God primarily through administratively supporting the Pastor and congregation through office ministry. This is an on-site position with weekly responsibilities that include, but are not limited to: caring for phone and email communication as directed, production of newsletter, updates to electric signage, maintenance of website and social media content, creating weekly worship materials, providing administrative support for special events and to church ministry leaders as needed, helping to prepare the annual business meeting and statistical reports, ordering supplies as requested, coordinating building use as directed, attending weekly staff meetings, general administration and maintenance of the church office, upkeep of bulletin boards, and other duties as requested.

**Job Qualifications**

- Able to represent Christ and His ministry in loving demeanor, behavior, and conversation
- Proficient in Microsoft Office Programs, especially Word, Excel, PowerPoint, Publisher, and Outlook; Google apps; and social media (FB & Instagram, Meta Business Suite), MailChimp, Signup Genius, CANVA, and electronic signage program—SignCommand, \*QuickBooks is highly desirable
- Experience with creating worship resources, designing slides to put into Pro-Presenter, bulletins, etc.
- Ability to administrate and update websites (we use Tithe.ly- formerly Word Press)
- Clear, professional, and caring communicator in spoken word and print
- Good proofreading skills and knowledge of proper grammar, and able to type 60 wpm or greater
- Strong organizational skills and able to multitask
- Able to work independently
- Familiarity with The United Methodist Church systems is preferable

**Personal Qualities**

- Team player who is teachable, takes direction well, able to complete projects in a timely and professional manner
- Able to work independently, alone, collaboratively, and with diverse personalities and populations
- Responsible, dependable, punctual, a quick learner, trustworthy, and flexible
- A good listener who protects confidentiality and is generally peaceful, positive, and able to be a compassionate presence
- Christ-like demeanor and maintains a personal lifestyle to support growth in Christ, able to encourage others in the Christian faith

**Treasurer Responsibilities**

The Treasurer handles financial mail, accurately processes expenses, performs bookkeeping and recordkeeping, writes checks, runs reports, works with the finance team, and performs other duties as requested.

Proficiency with QuickBooks Required.