



New Job Opening

Church Administrative Assistant

If you have a welcoming spirit, can interact effectively with a diverse range of people and have updated computer and office skills, apply for this position. Eastminster is a thriving, busy church family that is intentionally Christ-centered and cross-cultural.

The Administrative Assistant serves the church by providing administrative support for the church office. Position coordinates all resources, ensuring that worship services are complete with accurate and pleasing written and audio visual materials.

Essential Qualifications

- Welcoming and invitational, promoting a professional, friendly office environment.
- Can interact effectively with a diverse range of people.
- Self-motivated and able to prioritize, multi-task and work independently.
- Strong interpersonal communication skills.
- Basic organizational and writing skills.
- Proficient in all basic computer operations & programs, including database software.
- Proficient in using Microsoft Office and various social media tools.
- ACS and Facility Scheduler knowledge preferred.
- Knowledge of Pro-Presenter, Media Shout and/or Planning Center Online, a plus.
- Has current ACT 33/34 and FBI fingerprint clearances.
- College education preferred or commensurate church administration experience.

To Apply

Stop by the church office to pick up an application
Monday – Friday, 9am – 4pm

Eastminster Presbyterian Church
250 N. Highland Avenue, Pittsburgh, PA 15206
Office: 412-361-7788

Position is part-time (30 hours a week) available immediately.