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Church Administrative Assistant

Bishop Janes United Methodist Church

About Us

Bishop Janes United Methodist Church is a welcoming congregation located in the heart of Basking Ridge, NJ that believes in building meaningful connections within our community. We work to create a nurturing environment where people can experience love, grow spiritually, and find support in all of life's journeys. Our church strives to make a positive difference in our neighborhood and beyond through compassion and inclusion. We are seeking a friendly, organized person with good administrative skills to join our team. The ideal candidate has a warm, outgoing personality and is comfortable working in a Christian environment. This position is perfect for someone who enjoys connecting with people and helping support our church's community presence.

Position Overview

We are looking for an organized, friendly Church Administrative Assistant to help with our church operations and communications. This part-time position (10-12 hours weekly) plays an important role in supporting our Pastor and managing office functions.

Location

This is an on-site position at our church office in Basking Ridge, NJ.

Schedule

- 10-12 hours per week, typically distributed across 3 weekdays
- Potential for increased hours as ministry needs grow
- Additional compensated hours may be needed during busy church seasons (Advent/Christmas, Lent/Easter)

Key Responsibilities

Administrative Support

- Receive and screen calls, visitors, and correspondence for the Pastor
- Respond to emails and inquiries when the Pastor is away
- Prepare materials for worship services, weddings, funerals, and special events
- Maintain church records and files
- Prepare annual reports and documentation

Office Management

- Manage the church calendar and facility scheduling
- Maintain an organized, welcoming church office environment
- Process incoming communications (phone, mail, email)
- Update the church directory as needed
- Order and manage office supplies within budget

Communications

- Coordinate basic church communications
- Update the church's Facebook, Instagram, and YouTube accounts
- Submit announcements to local media outlets
- Update the church sign as needed
- Distribute communications to the congregation

Qualifications

- High School diploma required
- Administrative experience preferred
- Proficiency with Google Workspace (Gmail, Docs, Sheets, Slides, Calendar, Drive) required
- Basic familiarity with graphics tools such as Canva
- Comfort with using social media platforms
- Good communication abilities
- Ability to maintain confidentiality
- Good organizational skills
- Friendly, helpful demeanor
- Must be comfortable working in a Christian environment
- Must pass background check and complete Safe Sanctuaries training

Compensation & Benefits

- \$20.00-\$22.00 per hour, depending on qualifications and experience
- Paid sick leave in accordance with NJ state law
- Unpaid time off: 2 weeks vacation plus 5 personal days annually

How to Apply

Please submit your resume, cover letter, and three references to office@bjumc.org with the subject line "Church Office Manager Application." In your cover letter, please briefly describe your experience with church or nonprofit organizations and your approach to social media management.

Bishop Janes United Methodist Church is an equal opportunity employer and welcomes applicants from all backgrounds who embrace our mission and values.

This position requires the successful completion of a background check and Safe Sanctuaries training in accordance with the Greater New Jersey Annual Conference's policies.