



Secretary Position

Creekside Assembly of God is seeking a highly organized, ministry-minded secretary. The secretary will provide administrative support to the pastoral staff, church leadership, school staff, families, and members of the congregation. Responsibilities will include general office duties, communication, recordkeeping, scheduling support, and assisting with ministry and school-related administrative tasks.

Compensation & Employment

- 30-40 hours per week
- \$17-\$19 per hour, commensurate to experience

Key Responsibilities

- Serve as the first point of contact by answering calls, responding to emails, and welcoming visitors
- Provide administrative support for church and school staff, including scheduling, correspondence, printing, filing, and office organization
- Prepare and distribute church and school communications such as bulletins, announcements, newsletters, forms, and reminders
- Maintain calendars, records, attendance, contact lists, student files, and other assigned office documents
- Assist with coordination of church services, ministry events, school activities, room usage, and related paperwork
- Handle confidential information regarding church members, staff, students, and families with care and discretion

Expectations and Qualifications

The ideal candidate should:

- Be organized, dependable, detail-oriented, and able to manage multiple tasks
- Communicate clearly and professionally with church members, parents, students, staff, and visitors
- Be comfortable using computers, email, word processing, spreadsheets, and office equipment
- Work well independently while supporting the needs of both the church and school
- Maintain confidentiality and represent Creekside Assembly of God in a friendly, ministry-minded manner
- Support the mission and values of Creekside Assembly of God
- Have prior office, administrative, church, school, or nonprofit experience, preferred but not required
- Be willing to complete a background check, if required
- Commitment to the Christian faith and alignment with Assemblies of God values

How to Apply

Interested applicants should submit a resume and brief statement of interest to Pastor Daniel Houck at dhouck@nymn.org with the words *Secretary Position* in the subject line by June 22.