



Administrative Assistant
KSC Ministries Job Description
Part-Time Position (up to 20 hours/week)
March 2026

PURPOSE:

To provide administrative support to church staff members, including receptionist coverage on Thursdays.

DUTIES / RESPONSIBILITIES:

- Provide administrative support to church staff members.
- Welcome walk-in visitors and answer phones as needed.
- Complete printing tasks and handle incoming mail accordingly.
- View and update church database and church calendar as required.
- File staff background clearances and update church database as needed.
- Assist individuals needing to access the church building and distribute loaner keys as needed.

QUALIFICATIONS:

- Ability to work up to 20 hours each week including Thursdays from 8:30am – 4:30pm.
- Experience working in an office environment.
- Must be proficient in using Microsoft Word, Excel, Outlook, Text Messaging and Copier.
- Strong people skills, problem-solving skills, organizational skills and administrative tasks.
- Good written and verbal communication skills.
- Growing relationship with Jesus Christ.
- In agreement with and will adhere to the governing documents of the United Brethren in Christ denomination.

ACCOUNTABILITY:

- This part-time position reports to the Business Manager and is accountable to the KSC Board of Administration.