

Neighborhood Liaison and Administrative Assistant Job Description

The Neighborhood Liaison and Administrative Assistant position will have responsibilities in front-office administration and in serving as a public contact for our community members. This requires the ability to manage receptionist duties and to communicate in English and Spanish, verbally and in writing. The role also requires the ability to translate verbally and in writing from English to Spanish and Spanish to English. Attendance at church services and church membership are required.

Responsibilities include but are not limited to:

- Managing telephones
- Mailings
- Creating and managing contact lists for various groups and activities
- Communication through emails and social media
- Assisting with large office projects
- Support of accounts receivable
- Support of publications and website
- Translation services for pastors, worship services, sermons, memorials, weddings, etc.
- Support of ministry teams
- Community engagement ministries including BTS, youth ministries and outreach
- Assisting in various events and activities
- Continuing education

Experience/Abilities:

- Minimum three years of experience working with youth in a multi-cultural ministry
- Attention to detail and accuracy
- Ability to translate verbally and in writing from English to Spanish and Spanish to English
- Experience using MS Word, Excel and PowerPoint
- Ability to perform standard office administrative tasks such as greeting visitors, answering phones, organizing documents, assisting pastors and scheduling
- Knowledge of social media and its use
- Knowledge of and experience in working closely with the Wood Village community
- Ability to engage with all ages and backgrounds pleasantly and supportively
- An attitude of service and caring for others
- A willingness to work outside of normal job duties to serve the church and community

Part-time: Tuesday-Friday 9:00AM-3:00PM; Sunday 10:00AM-1:00PM

Wage: \$14-\$16 per hour, depending on experience