

Administrative Assistant for Mission

Westminster Presbyterian Church / Grand Rapids, MI

Westminster is hiring a part-time administrative assistant for mission. The position is available immediately, pay starts at \$12/hour, and the 20 hours/week are flexible. Westminster is a long-time progressive PC(USA) congregation of 1,400 members in downtown Grand Rapids.

Mission Committees

Westminster's mission committees focus on different areas of local and global social justice, including health, Cuba, racial equity, etc. You'll provide administrative support to the two-person staff mission team and five committees of 6-12 church members each. This includes writing bulletin announcements, coordinating meetings, submitting check requests, updating printed materials, and communicating with local non-profit partners.

ServeGR.com

Westminster founded ServeGR.com in 2016 to connect Grand Rapidsians to ongoing volunteer opportunities that play to their strengths, use their passion, and fit their schedule. You'll support new organizations joining the site by posting their information in the site's CMS, creating basic marketing materials, resizing photos, keeping the site updated, and copyediting written content.

About Working at Westminster

We do our best to *be* the church to each other while running a church. We value work/life balance, support the church's lay leadership, and have each other's backs. You'll work in an open office space during flexible business hours between Monday through Thursday. We have weekly staff meetings on Tuesday mornings, and we all frequent the Keurig machine.

A successful mission assistant will meet deadlines, care about the little things, and be empathetic, collaborative, and organized. We expect that you'll have:

- Solid skills in Gmail and Google Docs, social media, and creative communication
- Strong writing/editing skills, with a natural understanding of who-needs-to-know-what

If would be great if you had:

- Experience with website CMS and MailChimp
- Basic layout and design skills in Adobe Photoshop and inDesign

This flexible part-time position starts at \$12/hour. This description is intended to be a general overview; other duties as assigned. Westminster does not discriminate based on gender identity, religion, age, ability, sexual orientation, race/ethnicity, or other non-merit-based factors. For more information, please contact Heather Colletto, Director of Communication and Mission, at heatherc@wpcgr.org. To apply, email Heather a resume and cover letter. If you have experience in non-profits or community organizing (or related fields), it's possible a full-time mission associate position could be created with full-time benefits and pay.