

ADMINISTRATIVE ASSISTANT



- Job Type:** Part-Time (15–20 hours per week)
- Schedule:** Preferred in-office days are Tuesday and Thursday, with some flexibility for virtual work
- Contract Term:** 7-month contract, running from March through September, with potential for extension depending on staffing needs
- Compensation:** \$20–\$22 per hour
- Apply:** Please send a brief introduction and resume to duane@pathwaylife.com

Pathway Church is looking for a part-time Administrative Assistant to support our pastoral team and help keep our church organized and running smoothly.

This role includes managing the church calendar, scheduling meetings, assisting with emails and communications, organizing files and receipts, helping administer church events, and assisting with basic systems and documentation using tools such as Google Docs, Sheets, and Canva. The position will also assist with research and administrative preparation for events such as Easter and Christmas services.

The position is approximately 15–20 hours per week, with a preferred schedule of Tuesday and Thursday in the office, along with some flexibility for virtual work. Days can be adjusted depending on the successful candidate.

Pay is \$20–\$22 per hour. This is a 7-month contract position running from March through September, with the potential to be extended depending on staffing needs.

To apply, please send a brief introduction and resume to duane@pathwaylife.com.