

The Island Chapel - Administrative Assistant Position Description

The Island Chapel, a Christian church located in beautiful Tierra Verde, Pinellas County is seeking a part-time Administrative Assistant to provide clerical and administrative support to the Pastor and church team.

Ideal candidate will have the following knowledge, skills, experience and abilities:

- 2+ years administrative/secretarial experience
- Apple/Mac product knowledge
- Ability to maintain confidential information
- Empathetic and friendly demeanor
- Experience in church or nonprofit sector, ideal
- Event planning
- Accurate data entry skills

Hours: Monday - Thursday 8:30 AM - 4:30 PM

Compensation - DOE

Benefits - Up to 6% match of wages to 401(k)

Interested and qualified candidates should send cover letter, resume and wage expectations to info@theislandchapel.org

The Island Chapel is an equal opportunity employer. Women and minorities are encouraged to apply.

The mission of The Island Chapel is to take care of the flock and to win people to Christ. One acronym best expresses the main focus of The Island Chapel: WIFE.

W = **W**orship God in all we do.

I = **I**nstruction - do all we can to share the Word of God with others.

F = **F**ellowship - An integral part of our mission.

E = **E**vangelism, or expression of our faith.

