

Administrative Assistant Position (Part time)

First Congregational Church
77 Main Street
Springfield, VT 802-885 5728

Updated 03/06/2026

This is a part-time position: 8 to 10 hours per week, usually Tuesday and Wednesday mornings, but days of the week and hours are flexible and can be adjusted.

Key, essential aspects of the position are requirements for good bookkeeping skills, Windows computer knowledge, a willingness to learn, and to be welcoming to everyone who calls or enters the office.

The responsibilities of this position include, but are not limited to:

1. Financially, keeping the financial program accurate and up to date, receiving bills and preparing those checks, as well as payroll and the associated VT and Federal forms for Church employees;
2. Word processing with Microsoft Word, including publication of the monthly "Spire" newsletter;
3. Preparing (with input from pastor), copying and sending electronically the weekly Sunday bulletin and other periodic communication
4. Keeping the computer information on membership and friends accurate and up to date
5. Scheduling the church calendar events, meetings, and activities, in cooperation with Property Chairperson, and others involved
6. Inventory and order office supplies;
7. Provide whatever assistance is required by the Pastor, Moderator, Treasurer, Clerk, and Committee Chairperson(s).
8. With minister, facilitate communication between church and wider community through social media, email, posters, newspaper, etc.
9. Perform basic updates and maintenance of church website and calendar

This position is under the supervision of the Pastor, with input from the financial team.

