

JobTitle: Administrative Assistant

Location: International Campus (Spanish Speaking Campus)

Job Type: Part-time

Summary: The Administrative Assistant for our Spanish-speaking campus plays a vital role in supporting the efficient operation of the church office and facilitating effective communication with our Spanish-speaking congregation. This position is responsible for administrative tasks, clerical duties, and assisting with various church-related activities.

Key Responsibilities:

- Serve as a primary point of contact for Spanish-speaking attendees and visitors, both in person and via telephone/email.
- Translate and interpret documents, announcements and messages from English to Spanish and vice versa.
- Facilitate communication between English and Spanish-speaking attendees, ensuring inclusivity and understanding.

Office Administration:

- Maintain the church office, ensuring it is organized, clean and stocked with necessary supplies.
- Assist with scheduling appointments, meetings, and events.
- Manage and distribute incoming and outgoing mail and correspondence.

Event Support:

- Assist in planning and coordinating church events, including worship services, meetings and special gatherings.
- Prepare materials and resources for events, such as bulletins, programs and signage
- Coordinate volunteers and support staff for events as needed.

Technology and Media:

- Maintain and update the church social media platforms with bilingual content.
- Assist in recording and live-stream church services and events.
- Provide technical support to church staff and volunteers.

General Clerical Tasks:

- Prepare and proofread documents, reports, and announcements.
- Maintain the church calendar and schedule appointments.

- Perform data entry, filing, and document management.

Qualifications:

- Fluent in both Spanish and English, with excellent written and communication skills in both languages.
- High School Diploma or equivalent, additional education or training office administration is a plus.
- Strong organizational and multitasking skills.
- Proficiency in office software and familiarity with social media platforms.
- Experience in administrative roles or similar positions is preferred.
- Understanding of church operations and protocols is a bonus.

Working Conditions:

- This position may require occasional evening or weekend work to support church events and activities.
- Comfortable office environment with the potential for remote work, depending on organizational needs.

How to Apply: Interested candidates should submit their resume and cover letter, outlining their qualifications and interest in the role, to [alberto.lopez@smccutah.org](mailto:alberto.lopez@smccutah.org).

South Mountain Community Church is an equal opportunity employer and welcomes candidates of all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.