VINTAGE CHURCH
PASADENA

Job Description: Administrative Assistant (Temp)

Reports To: Operations Director

Location: Pasadena

Hours: Up to 20 hours per week

Duration: 3-month temporary assignment (potential for longer-term fit)

ABOUT THIS ROLE

Vintage Pasadena is looking for a warm, organized, and detail-oriented individual to provide temporary administrative support to our church staff team. This role keeps the day-to-day running smoothly behind the scenes so our ministry team can focus on leading and caring for our community.

RESPONSIBILITIES

Financial

- Weekly logging and recording of data

Front Office & Communications

- Answer & route phone calls
- Monitor general email inbox
- Welcome walk-ins; manage front door

Calendar & Scheduling

- Maintain Planning Center & Outlook calendars
- Coordinate scheduling; flag conflicts

Administrative

- Meeting notes & distribution
- Mail, paperwork & filing (digital + physical)

Office & Events

- Monitor & restock office supplies
- Support event & seasonal prep as needed

WHO WE'RE LOOKING FOR

Our team is highly creative and forward-moving; we are looking for someone who loves Jesus, is grounded, methodical, and energized by structure and steady follow-through.

- Thrives in routine; finds energy in consistency
- Detail-oriented — catches what others miss
- Warm, calm, grounded presence
- Communicates clearly; follows through independently
- Team-first attitude; serves faithfully in a support role

QUALIFICATIONS

- Prior admin or receptionist experience preferred
- Proficient in Microsoft Outlook & calendaring
- Planning Center familiarity a plus (training available)
- Active follower of Christ; Vintage attender preferred

To apply:

Please forward your resume, cover letter, MBTI and Enneagram Type to jo.chin@vintagepasadena.com