

Job Title: Church Administrative Assistant for Elders Baptist Church

Purpose: The purpose of the church administrative assistant is to assist the pastors with their responsibilities. In addition, the administrative assistant coordinates and completes the daily operations of the church.

Responsibilities:

1. Keep regularly scheduled office hours. This schedule will be coordinated with the pastors. (15 - 20 hours depending on weekly duties)
2. Prepare publications such as the sermon notes, the church newsletter, the Sunday bulletin, the sermon PowerPoint, funeral programs, and business meeting packets.
 - a. Sermon notes and Sunday bulletins need to be typed and printed weekly.
 - b. The monthly church newsletter is to be completed by the last day of the month. It should be emailed to the church and printed for those that have asked for a printed copy. Remind staff and others of the due dates for the newsletter.
 - c. Business meeting packets to be prepared and emailed/printed prior to the bi-monthly business meetings. The church administrative assistant must communicate with staff and committee chairs to include information in the packets.
 - d. The weekly sermon PowerPoint is created using the pastor's sermon notes and sent back for him to review.
3. Attend weekly staff meetings.
4. Answer the church phone and return voicemails as necessary. This may include changing the church voicemail to inform people of inclement weather closings or delays.
5. Assist the pastors with tasks such as printing, emailing, and mailing.
6. Pick up the mail and receive packages. This may also include letting vendors into the church building to deliver supplies.
7. Coordinate with church committee chairs to communicate with outside vendors and businesses.
8. Keep accurate records of church membership, Southern Baptist reports, vendors, etc.
9. Work with databases such as Quikkast, Planning Center, and Member donations and maintain privacy with sensitive information in those databases.
10. Order office supplies, Sunday School materials, and communion supplies.
11. Other duties negotiable: updating website, social media

Qualifications and Skills:

1. High School diploma
2. Valid driver's license or photo ID
3. Excellent verbal and written communication skills.
4. Prior experience with computers and programs such as Excel, PowerPoint, Publisher, or Canva.
5. Excellent organizational and time management skills.

Compensation:

Base salary \$16,000