

## **Job Description – Church Secretary / Administrative Assistant**

First Baptist Church of Diamond is seeking an Administrative Assistant for a very active church office, multi-staff setting.

**Position Title:** Administrative Assistant / General Secretary

**Hours:** 8:30 – 4:30 Monday – Thursday

**Pay Rate:** negotiable, hourly employee

### **Overview:**

- Must be a Christian and represent not only *First Baptist Church*, but Jesus Christ Himself and demonstrate a real love and concern for all people.
- Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must have general knowledge of all office equipment and supplies and a willingness to further their training.
- Must show a willing attitude of Christian service to their position and its responsibility.
- Must possess good telephone and communication skills.
- Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.
- Must be an active member of a local church.
- Perform general office work, under the supervision of the Pastor and cooperation with the other staff.

### **Responsibilities:**

- Keep church staff informed of member's need such as deaths, illness and other crises.
- Answer the phone and screen calls for staff per their direction.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.
- File sermons, reports, correspondence and other assigned materials.
- Exercise tact, courtesy, confidentiality and diplomacy in receiving callers, in person or by telephone; keep calendar of appointments.
- Transcribe dictation; type letters or other documents as needed; use word processing equipment as required.
- Edit and prepare weekly bulletins and other documents as requested.
- Make outgoing calls such as ordering materials or supplies; pick up supplies as needed.
- Prepare and maintain mailing lists and church roster.
- Photocopy documents and assemble as needed.
- Do routine letters and documents as needed/requested.
- Keep accurate church records, (e.g. church members, prospects, calendar, etc), working in cooperation with the Church Clerk.
- Responsible for paying church bills, check writing, payroll, church bookkeeping and disbursement of church funds in cooperation with the church treasurer.
- Record deposits and individual record of contributions.
- Enter Sunday School attendance records and prepare attendance sheets for each week.
- Scheduling and following church policy regarding building usage and key checkout.
- Perform other duties as assigned by the Pastor.

### **Qualifications/Experience:**

- At least a high school diploma, some college preferred.
- Experience with Microsoft Office, including Word, Excel, Powerpoint, and ability to work with graphics.
- Basic accounting/bookkeeping procedures and good organizational skills.