

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Position Description

The church Administrative Assistant oversees the daily operation of the church office and assists the pastor and staff with a variety of administrative duties. The individual will report directly to the pastor. As a church Administrative Assistant, responsibilities include answering phone calls, managing schedules, filing, and generating programs for services. You also record personal data regarding new members of the congregation, visitors, and a variety of other issues affecting the church.

Essential Duties and Responsibilities

- Answers and screens all incoming calls routing them to the appropriate individuals and recording messages as needed.
- Responds to all mail correspondences and disseminates mail to various ministry leaders
- Maintains an orderly and clean work environment and filing system.
- Maintains professionalism at all times including attire.
- Manages church calendar, schedules pastor's daily appointments to include but not limited to counseling services, etc.
- Publishes weekly order of worship with ministry notices, sick list and other pertinent information.
- Responds to requests for information in a timely fashion
- Enters new members' information into the database and ensures that information is up-to-date and accurate.
- Enters totals for weekly tithes and offerings in a timely fashion
- Send out members' financial statements bi-annually.
- Oversees church staff files and maintains confidentiality
- Manages office supplies, maintains inventory and makes purchases as deemed necessary.
- Coordinates baptism with the Diaconate Ministry
- Recruit and enlist volunteers when appropriate

Required Knowledge, Skills and Abilities

- Must be a born again believer
- Must be able to work in a fast pace environment and meet deadlines
- Must be self-motivated and shows initiative
- Must be committed to the church and its mission
- Must be courteous and tactful when interacting with others
- Must exercise good judgment in dealing with sensitive and personal issues
- Must have knowledge of Microsoft Word, Excel and Publisher
- Must be comfortable to work with individuals of all ages
- Must be able to communicate effectively both verbally and in writing

Education and Experience

- High School diploma or GED equivalent required
- Associate's degree or Bachelor's degree recommended
- At least two years clerical or administrative experience

Work Environment

- Must be able to work weekends or late hours on some occasions.

Salary

Commensurate with work experience. Position includes a benefit package.

If interested, please visit www.paramountbaptistchurch.org