

Administrative Assistant I

The Administrative Assistant is accountable to the Sr. Pastor and responsible for performing, coordinating and overseeing all administrative duties and projects assigned by the Sr. Pastor. Ensuring timely and effective project development and completion. This position requires strong oral and written communication skills, excellent calendar management, expertise in developing graphical presentations and meeting and event planning. Flexibility and ability to multi-task is essential; must have poise in communicating internally with the Pastors, church staff, trustees and deacons and externally with church members, volunteers and visitors. Dependability and reliability are a must.

Primary Duties and Responsibilities:

Administrative Support for Sr. Pastor

1. Completes a broad variety of administrative tasks for the Sr. Pastor including: managing the calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
2. Acts as a resource to the Sr. Pastor by performing research, analyzing information, prioritizing, following up on incoming issues and concerns addressed to the Sr. Pastor. In tandem with the Sr. Pastor, determine the appropriate course of action, referral, or response.
3. Works closely and effectively to keep the Sr. Pastor well informed of upcoming commitments and responsibilities, following up appropriately.
4. Verifies and analyzes the accuracy of all data and information used or generated by Sr. Pastor for projects; resolves any discrepancies or problems and follows through on projects to successful completion.
5. Attend meetings with and for the Sr. Pastor upon request.
6. Work with the Sr. Pastor in developing new ideas and special projects.
7. Assists Sr. Pastor with editing / drafting monthly, quarterly and year-end reports.
8. Prepares manuals, and materials as needed.
9. Assists with various marketing activities and initiatives.
10. Work with appropriate ministries, officers and leaders in carrying out the ministry of the church.
11. Coordinate with the pastors an effective caring ministry through greeting cards and letters to members of the congregation celebrating birthdays, anniversaries and /cards/letters of sympathy to members who have lost loved ones. Facilitate the preparation for Pastor Turner's signature and mail weekly letters/greeting cards (get well, bereavement, birthday, special occasion) for members from the pastor.
12. Maintain accurate and comprehensive records of church members who are hospitalized, in nursing homes or homebound.
13. Maintain accurate and comprehensive records of participants in the weekly visitation program.
14. Professionally represent the Sr. Pastor and the church.
15. Prepare weekly church bulletin
16. Prepare and maintain the weekly display of events in a PowerPoint presentation for the Information Monitors.
17. Schedule Appointments for the Sr. Pastor.
18. Maintain multiple church calendars including the Sr Pastor's calendar.
19. Provide administrative assistant support for staff members as needed.
20. Coordinate with volunteers the execution of church-wide mailings.
21. Perform other related duties as required.

Deacons Support

1. Work with the Pastors and Deacons ministry in carrying out the weekly visitation ministry of the church.
2. Arranges for compilation of New Member packets containing up to date Ministry Fact Sheets, New Member Handbooks, and Membership Directory for use in new member visits.

Requirements:

- Have excellent attention to detail, above average time management skills and be able to work with a diverse group in a fast-paced environment.
- Have professional presentation and communication skills, and tech savvy (database software, presentation software, strong MS Office with advanced Excel & PowerPoint skills).

The preferred candidate will have 3 -5 years' experience, ideally in a church environment. In addition, an outstanding verbal and written communication skills, a keen eye for detail, superb organizational skills and the ability to work independently is required. Professional phone etiquette, good judgment, self-directed with the ability to work independently toward objectives with a sense of urgency is required.

Must be an energetic and flexible person who brings a high degree of commitment and a "can do" attitude to the team. Must possess a strong desire to be part of a spirit filled team.

Relevant Work Experience – Minimum of 1 to 3 years as an executive administrative assistant, preferably in a church or non-profit, busy and challenging work environment

Education Level – Associate Degree preferred, but not required

Work Schedule – Monday thru Friday, 20-30 hours per week. Flexible work schedule

Qualified candidates should submit their resumes as soon as possible to hrdept@stjohnbaptistchurch.org. Only those candidates meeting the requirements in the position description and having the experience required will be contacted for an interview. No phone calls please.