

Administrative Assistant II

The Administrative Assistant is accountable to the Executive Director and is responsible for performing, coordinating ministry projects, administrative assignments and ensuring timely and effective project development and completion. This position requires strong oral and written communication skills, excellent calendar management, and church management software experience. 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, Ministry Leaders and externally with church members, volunteers and visitors. Dependability and reliability are a must!

Primary Duties and Responsibilities:

Administrative Assistant

1. Maintain church membership and guest information in F1, keeping appropriate staff members apprised of changes.
2. Assist with updating ministry participant's names and contact information and assure that correct contact information is placed in F1
3. Maintain accurate and comprehensive membership and ministry records, mailing lists and ministry/membership cluster participant's information.
4. Provide data base entry of membership and ministry statistical information.
5. Provide Ministry management support to ministry leaders.
6. Maintain Objectives management Gant charts, Pareto charts and relevant spreadsheets.
7. Maintain Church calendar
8. Create and maintain electronic files assigned.
9. Provide administrative support for Church-wide events
10. Provide administrative support for weekly, monthly, quarterly and annual meetings.
11. Assists Associate Pastors with the coordination of program or project planning and implementation
12. Assist with maintaining Ministry Fact Sheets, keep updated Fact Sheets in the literature stand, provide updated ones for the website, and New Member packets.
13. Finalize drafts of ministry event programs (ex. Sunday School Christmas, Christmas Eve, etc.),and arrange for reproduction and distribution
14. Schedule and coordinate ministry meetings
15. Assist with maintaining a spread sheet of ministry expenditures/incomes
16. Assist with contacting ministry leaders to invite them to major ministry meetings

Requirements:

The preferred candidate will have 3 -5 years experience 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. Excellent computer skills, Proficiency with MS Office products including Outlook, Word, Excel, PowerPoint, Publisher and is Internet savvy. Professional phone etiquette, good judgment, self-directed with the ability to work independently toward objectives with a sense of urgency is required.

Must be comfortable working in a Christian church environment. 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.

Knowledge, Skills, and Abilities

1. Planning skills- Knowledge of project planning and meeting scheduling software.
2. Technology skills - Knowledge of computers and database/spreadsheet/ word processing software.
3. Communication skills - Excellent communications and leadership skills. Excellent oral and writing skills.
4. Organizational ability - Excellent planning and organizational skills
5. Critical thinking and problem solving skills.
6. Ability to accurately review and complete detail oriented information and projects.
7. Ability to conceptualize and organize project planning processes.
8. Ability to take responsibility and function under minimal supervision.
9. Ability to work with wide range of people.
10. Time management skills a must

Relevant Work Experience – Minimum of 3 to 5 years as an executive administrative assistant, preferably in church or non-profit work environment.

Education Level – Associate degree preferred, but not required

Work Schedule – Monday thru Friday, 9 a.m. to 5 p.m.

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.