

Hopewell Missionary Baptist Church
292 Cemetery Road
New Market, Al 35761
(256) 379-3250 / Fax (256) 379-4197
Email: hopewell@hopewellmbc.org

Job Description
Church Secretary/Administrative Assistant

Summary

The position of Church Secretary/Administrative Assistant is a part-time, hourly position (Monday thru Friday between the hours of 9:00 a.m. to 3:00 p.m.) The person serving in this position works under the direction and accountable to the Pastor and must be proficient in secretarial, clerical, office management and administrative duties. The position serves as a Secretary/Administrative Assistant to the Pastor and for the Church and its Ministries. The secretary/administrative assistant is on the frontlines and is often the first person the public sees or talks to.

Duties and Responsibilities

A personal commitment to Jesus Christ as Savior and Lord, and a strong desire to serve within a church.

Provides secretarial and administrative support under the general day-to-day supervision of the Pastor that will support the overall function and activities of the church.

Serves as receptionist for the church office, determining the needs of those who call or come in and directing them to the appropriate person or place in the church.

Ability to protect the reputation and integrity of others through strict confidentiality. Wisdom to refrain from indiscriminately sharing information is critical. Must exercise discretion in dealing with the membership and the public.

Excellent interpersonal skills. Be professional at all times when interacting with the membership and the public.

Provides a wide range of administrative, clerical and support functions that assist in the daily operations of the church. Must be organized.

Position requires good knowledge of correct English usage, grammar, spelling and punctuation.

Prepares church publications such as the bulletin and newsletter, along with other printed materials as needed.

Prepares Baptismal & Baby Dedication certificates, Certificates of License and Ordination for Ministers and Deacons.

Coordinates the use of church facilities by church groups (and outside groups, as appropriate) according to policy with the Chairman of the Trustees. In addition to the scheduling of these

facilities, also coordinates the involvement of other staff in the use of the facilities when they may be involved.

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Maintain permanent records for membership, baptisms, weddings, deaths, etc.

Maintains Pastor's calendar. Maintain church's calendar and bulletin boards.

Orders supplies for the church, including cleaning supplies as directed. Works with the church custodian to prepare for special and regular building use.

Pick up mail daily and sort and deliver to staff ministry leaders, as directed. Handle outgoing as appropriate.

Provides support for the ministries of the church by sending notifications of meetings.

Able to meet deadlines, remember important details, and routinely complete assigned tasks in a proficient and timely manner.

Water and maintain upkeep of all flowers in the foyer and within the Sanctuary.

Coordinates the distribution of food boxes with Food Line and the President of the Holy Spirit Relief Center

Available to assist with other duties as assigned to ensure smooth operation of the church, as directed by the Pastor.

Minimum Qualifications

- ? One to two years experience in performing general office work to include duties such as telephone usage, filing, typing, handling questions and/or complaints, data entry and computer usage.
- ? Dependability is vital and accessibility is extremely important.
- ? Must exhibit a caring attitude that will fulfill the church's mission and vision.
- ? Must possess solid time management skills and organizational abilities. Able to meet constant demands of the job while encountering multiple and frequent interruptions during the work day.
- ? Strong keyboarding skills with computer competency and aptitude, particularly with Windows and Microsoft applications (Word, Excel and PowerPoint). Skills should include knowledge of using clipart/ photos in documents.
- ? Trainable on office equipment.

Employee Benefits

- ? Five days sick leave per year.
- ? One week paid vacation per year.
- ? Ten paid Holidays per year.
- ? Health benefits are not provided.
- ? Unemployment insurance is not provided.

Salary

To be determined. Salary is comparable to similar positions in secular employment.

How to Apply:

Please submit your resume to the church by mail, e-mail or fax.