Job Description - Church Administrative Assistant

Shiloh Missionary Baptist Church of Largo is seeking a part-time Administrative Assistant

Position Title: Administrative Assistant

Hours: Monday – Friday, 20-25 hours per week (Flexibility to select preferred hours between 9am and 4pm)

Salary Range: $15,600 ($15/hr.) - $17,680 ($17/hr.)

Job Description

A church Administrative Assistant attends to the many different office and administrative duties of the church, serving beneath the Pastor. They are required to perform an assortment of duties including general office management, bookkeeping, and some facilities management.

Overview:

- Must be a Christian and represent not only Shiloh Missionary Baptist Church, but Jesus Christ Himself and demonstrate a real love and concern for all people.
- Must be timely, pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must have strong computer skills and an ability to operate office equipment.
- 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.

Duties and Responsibilities

- Answers and screens all incoming calls, routing them appropriately when available and taking messages as needed.
- Schedule appointments and screen drop-ins accordingly for the Pastor and any other church leader, if needed.
- Prepare routine letters and documents as needed.
- Maintain the records of the church and all official documents.
- Maintain an orderly and clean office and filing system.
- Manages the church's schedule, accounting for all religious holidays, pastor's duties, appointments with the ministry leaders, and events in the church facilities, assuring there are no conflicts.
- Maintain an accurate list of ministry leaders, to include name, position, and contact information to be posted on the church's website.
- Edit and prepare weekly announcements as requested.
- Complete any mail out material, assisting church leaders with information, correspondence, calling, etc., as needed.

- Work in conjunction with the church web master in assuring updates to include the church's master calendar, weekly sermons, bulletins, and events.
- Answers questions/information requests and fills out the necessary paperwork, if needed.
- Enter and maintain new member information into a database, send notices and acknowledgements on important dates, via the church messaging system.
- Oversees church files and maintains confidentiality on all information contained therein.
- Keep church staff informed of member's need such as deaths, illnesses, and other crises.
- Manages office supplies, keeps track of inventory, and purchase more as needed.
- Scheduling and following church policy regarding building usage and key checkout, maintaining a current list of key holders. Collect keys when people leave or change positions.
- Perform other tasks and responsibilities as requested by the Pastor.

Required Knowledge, Skills, and Abilities

- Must be able to work at a fast pace and stick to weekly deadlines.
- Must be self-motivated, with an innovative approach to administration and a keen eye for detail.
- Must be courteous and tactful with parishioners, especially in times of grief and crises in their lives.
- Must exercise exceptional judgment in dealing with sensitive and personal issues.
- Must be able to prioritize concerns without much guidance.
- Must be comfortable working with technology, and able to work with general data processing duties, such as Microsoft Word, Excel, and PowerPoint.
- Must be comfortable with a wide range of individuals, able to work and comfort those from all walks of life.
- Must be able to communicate effectively both verbally and in writing.
- Has knowledge of and supports the church's mission statement, beliefs, and commitment.
- Must be able to multi-task and meet regular weekly duties.
- Must be able to work weekends and attend regular services and some special events.

Education and Experience

- High school diploma or GED equivalent required
- Associate Degree recommended
- At least three years proven administrative experience