March 3, 2023

From: Shiloh Missionary Baptist Church
Re: Job Opportunity and Application Process

Dear Applicants:

You are invited to apply for Shiloh's Administrative Assistant position. Please complete all steps in the process to be considered, as the information will be reviewed, while selecting candidates to screen and interview. The window of opportunity to apply for this position will remain open until a final candidate has been selected.

NOTE: All required documents are now located on Shiloh's website (www.shilohmbclargo.org) and can be printed for you to complete the process to apply. From the home page of the website, access the documents by clicking on the 'I Want To' link to access the job opportunity and all documents. Print documents, complete all information, then email to recruiter.

When completing the documents to email Recruiter, follow these steps:

1. Review the JOB POSTING and SKILL REQUIREMENTS prior to completing application.
2. Complete JOB APPLICATION and SIGN/DATE
3. Attach COVER LETTER and RESUME' when submitting required documents.
4. Email to: lorettacalvin@monroe-consulting.com

If you have any questions about the process or completion of the required documents, **contact the recruiter at the phone number or email listed below:**

Loretta Monroe Calvin
MSBS (Recruiter)
lorettacalvin@monroe-consulting.com
Phone: 727-488-0164

What you can expect once your documents have been submitted:

- Recruiter will email confirmation that all required documents have been received.
- Recruiter will schedule a "screening call" with you to review your submission and clarify your understanding of the position.
- Recruiter will submit all applications and screening summary notes to the Shiloh interview team and Pastor Hobson. (Please allow two weeks to expect communication regarding scheduling of the interview).
- Completed background checks will be required prior to any offers of employment. Please be prepared to submit a copy of your driver's license upon request.

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

JOB APPLICATION

Shiloh Missionary Baptist Church
13255 118th St, Largo, Florida 33778
(727) 585-9080

Shiloh Missionary Baptist Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all the sections below:

Applicant Information

Applicant Name: _____

Date of Birth: _____/_____/_____ ***Male*** _____ ***Female*** _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Employment *Position applying for:* Church Administrative Assistant (part - time)

How did you hear about this position? _____

What days are you available for work? _____

On what date can you start working if you are hired? _____

Personal Information

Are you a U.S. citizen or approved to work in the United States? **Yes/No**

What document can you provide for proof of US citizenship?

_____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

_____

_____

_____

_____

_____

(Note: Shiloh Missionary Baptist Church complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

References:
Please provide names and phone numbers for four (4) references. Two (2) of the references must be able to speak regarding your professional performance and two (2) must be able to speak regarding your personal interactions.

Reference 1: Name _____ **Phone #** (___)_____

Reference 2: Name _____ **Phone #** (___)_____

Reference 3: Name _____ **Phone #** (___)_____

Reference 4: Name _____ **Phone #** (___)_____

Applicant Signature: _____ **Date:** _____