

**Wilson's Mills Baptist Church**  
**652 Swift Creek Rd.**  
**Smithfield, NC 27577**  
**secretary@wmbcnc.org**

## **Administrative Assistant**

### **Job Description**

#### **Purpose of Position:**

The primary function of this position is to oversee the operation of the church office, as well as providing support to the pastors and other staff with a variety of administrative duties. Keeps the daily function of the church office running efficiently, and manages the resources needed for the ministries of the church to be effective. This person would report directly to the senior pastor. Over all position falls under the guidance of the Personnel Committee. This is a 20-hour per week part-time position. Individual accepting this position must agree to a credit check, a criminal history check, and a drug test, prior to employment.

#### **Qualifications:**

1. Microsoft Office (strong proficiency in MS Word, Excel, PowerPoint, Outlook, etc.)
2. Experience with Quik Books or ability to learn Quik Books
3. Prior Office Experience
4. Some tax knowledge, including, but not limited to 501C
5. Ability to use and navigate online resources
6. Working knowledge of social media
7. Proficiency in writing and editing skills
8. Proficient in the use of standard office equipment (computer, copy machine, etc.)
9. Strong organizational skills
10. Friendly, but able to maintain confidentiality

#### **Job Duties:**

1. Answer phone calls and emails (route phone calls and emails to appropriate person(s))
2. Maintain church files
3. Ordering office materials
4. Facilitate maintenance of office equipment (computer, copier, etc.)
5. Organize and maintain church calendar
6. Prepare, print and fold weekly bulletins and mail bulletin to shut-ins
7. Coordinate scheduling for events (weddings, baptisms, etc.)

8. Keep accurate membership records (new members, baptisms, weddings, deaths, etc.)
9. Routine filing of paperwork
10. Prepare new member information packets
11. Maintain individual data of members, visitors, and prospects
12. Receive, store, and/or distribute mail and packages
13. Facilitate communication between visitors, staff, and Pastors
14. Perform other duties for the Pastors and/or church leadership as needed
15. Maintain the church bulletin boards
16. Send out Welcome letters to visitors and maintain visitors' list
17. Prepare and mail letters to new members
18. Keep church database updated
19. Maintain Church website and Facebook page insuring information is accurate and up to date
20. Prepare monthly newsletter in a timely fashion
21. Maintain visitor packets
22. Prepare church correspondence as requested
23. Be proactive to help ministry and committee leaders promote, implement, and communicate
24. Schedule and maintain use of facilities

Reply to: [secretary@wmbcnc.org](mailto:secretary@wmbcnc.org)

No phone calls please.