

BETHANY MISSIONARY BAPTIST CHURCH
ADMINISTRATIVE ASSISTANT/SECRETARY
JOB DESCRIPTION

Principal function: Perform general office work and other duties as assigned by the pastor.

Hours: 10-20 hours per week

Payment: \$10/hour

Responsibilities:

- Perform general office work: maintain supplies, files and records as needed
- Preparing, copying, & distributing letters, bulletins and newsletters
- Answer telephone calls and screen drop-ins according to the schedule of the pastor
- Maintaining the church calendar
- Review and distribute mail and email sent to the church
- Type, prepare documents, fliers, etc. for church ministry and outreach
- Update and maintain Facebook page and church website
- Assist in notifying committee members of meeting dates and times
- Assist in annual church profile reporting to the Johnston Baptist Association
- Assist in maintaining the church membership roles
- Other duties as assigned by the pastor

General Expectations:

- Should be ever conscious of the need for confidentiality (violation could result in immediate dismissal)
- Exercise discretion, tact, courtesy and diplomacy in receiving callers, both in person and on the telephone
- Exercise discernment and wise judgment
- Possess ability to work independently with little supervision
- Working knowledge of Microsoft Word, Excel, PowerPoint, & Facebook
- Weekly schedule must be pre-approved by the pastor