

BROADVIEW BAPTIST CHURCH

Broadview Baptist is looking for a detail minded **Full Time Administrative Assistant**

Are you organized with the ability to multi-task in a fast paced continuously evolving environment?

If you have a heart for ministry and **ALL** people, this may be the perfect opportunity for you.

THE ROLE:

As Administrative Assistant you will perform a variety of clerical and administrative tasks, under the general day-to-day supervision of the Business Manager. The role will support the overall function and activities of the church. This role is responsible for representing the church with a professional life-giving attitude and servant's heart.

WHAT YOU WILL DO:

- Answer, screen and route incoming calls to the appropriate person(s) when available and taking messages as needed
- Coordinate baptismal services: notify the Pastor, Baptism team and send notices to the candidates, and prepare certificates
- Provide Annual Church Profile Report
- Provide clerical support to the Board, ministry leaders and teachers as needed
- Maintain church calendar and facilities scheduling and appointments
- Manage office equipment and order needed supplies and repairs
- Compile literature orders: open, check and prepare literature for distribution.
- Develop flyers and posters for special events
- Exercise tact, courtesy, and diplomacy in receiving callers, personal or telephone
- Schedule and arrange for weddings, funerals and other special events as directed by the Senior Pastor
- Any other duties as assigned by the Business Manager or Senior Pastor

REQUIRED SKILLS AND EXPERIENCE

- 2 years of proven work experience as an Administrative Assistant, Secretary, or Administrative Coordinator role
- High school diploma or GED equivalent required
- Associate degree or bachelor's degree preferred
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, and Publisher and Adobe Suite). Office certification is a strong plus
- Quickly learn membership management software
- Highly effective verbal, writing, editorial, graphic arts and publishing skills using **CANVA** is a strong plus
- Quickly learn membership management software
- Exceptional time-management skills, with the ability to prioritize tasks
- Be a self-starter with an innovative approach to administration and a keen eye for detail
- Ability to work at a fast pace and stick to weekly deadlines
- Working knowledge of multi-line phone system
- Be committed to the church's mission, vision, and message

HOW TO APPLY: All qualified applications should submit a resume

EMAIL APPLICATIONS TO: personnel@broadviewmbchurch.org