

BROADVIEW MISSIONARY BAPTIST CHURCH
Job Description
Administrative Assistant

Position Title: Administrative Assistant
Position Type: Salary
Work Schedule: 37.5 hours per week
FLSA Status: Exempt
Reports to: Business Manager/ Senior Pastor
Salary: 45K – 60K

Position Summary

This position plays a vital role in supporting the daily operations of the church office by providing general administrative assistance to church leadership, staff, and membership. The Administrative Assistant ensures the efficient functioning of church office activities, maintains organized records, assists with communications, and helps facilitate ministry events and activities. The ideal candidate will be detail-oriented, proactive, and have excellent organizational and communication skills. Ultimately, this role is responsible for representing the church with a professional life-giving attitude and servant's heart.

Duties and Responsibilities

Office Support

Provide general administrative support to church staff and ministry leaders.

1. Answers, screens, and directs phone calls, emails, and in-person inquiries in a professional, courteous, and diplomatic manner; routing them to the appropriate person when available and taking messages as needed.
2. Greet visitors and assist with their needs or direct them to the appropriate person or department.
3. Assist with Maintaining accurate membership records and roster.
4. Manage office equipment and order needed supplies and repairs.
5. Manage office supplies, maintain inventory, and place orders as needed.
6. Organize and maintain office files and records, both physical and digital, ensuring they are accessible and up-to-date.
7. Prepare bulletins for weekly worship services and posters.
8. Prepare and collate materials for meetings (Board, Staff, and Congregation).
9. Prepare meeting agendas, take meeting minutes, and track follow-up actions as needed.

Communication and Coordination

1. Assist in the preparation and distribution of church bulletins, newsletters, and announcements.
2. Assist with drafting, proofreading, and editing correspondence for the church leadership team.
3. Compile literature orders: open, check, and prepare literature for distribution.
4. Coordinate communication between staff, volunteers, and the congregation, ensuring timely delivery of information.
5. Provide Annual Church Profile Report.
6. Provide clerical support to the Board, senior staff, ministry leaders, and teachers as needed.

7. Record and track attendance for Worship Services and Christian Education.
8. Respond to emails and walk-ins and direct accordingly.

Scheduling and Calendar Management

1. Assist with scheduling meetings (in-person or virtually), appointments for the church leadership team, and church events, ensuring accurate coordination of time and resources.
2. Assist with coordinating baptismal services as follows: notify the Senior Pastor, baptism team, send notices to the candidates, and prepare certificates.
3. Assist with maintaining and updating the church and facilities calendar, ensuring that all events and activities are properly scheduled.
4. Schedule and arrange for weddings, baby blessings, funerals, and other special events as directed by the Senior Pastor.

Financial and Record-Keeping Support

1. Assist with maintaining accurate records of donations, payments, and other financial transactions as needed.
2. Help process receipts, deposits, and reimbursements as required.
3. Prepare contribution statements annually.
4. Prepare monthly credit card reconciliations for Church Leadership Team.
5. Support the preparation of financial reports and assist the finance team with administrative tasks.

Ministry and Volunteer Support

1. Provide administrative support for various ministries (children, youth, adult ministries, etc.), assisting with registration, event coordination, and communication.
2. Help recruit, train, and manage volunteers for church events and activities.
3. Maintain volunteer schedules, ensuring that all roles are filled for church services and special events.
4. Support the planning and coordination of church events, meetings, and activities.

Event Planning and Logistics

1. Assist in the planning, coordination, and execution of church events, including worship services, outreach programs, community gatherings, and prebaptisms/repasts.
2. Support event coordination, such as venue setup, registration, and post-event follow-up.
3. Communicate with vendors, volunteers, and other partners to ensure event success.

Miscellaneous Administrative Tasks

1. Any other duties, special projects, and administrative tasks as assigned by the church leadership.
2. Ensure the office is clean, organized, and welcoming for staff, volunteers, and visitors.

Required Abilities And Skills

1. Ability to be resourceful and initiative-taking.
2. Ability to oversee all aspects of the main church office.

3. Ability to work in a fast-paced environment and stick to weekly deadlines.
4. Ability to work independently and as part of a team.
5. Discretion and ability to maintain confidentiality regarding sensitive church matters.
6. Excellent clerical, communications, computer, and organizational skills.
7. Hands-on experience with office equipment (e.g., Copier, Mail Meter, Fax Machine etc.).
8. Highly effective verbal, writing, editorial, and publishing skills with an attention to detail.
9. Must be a self-starter with an innovative approach to administration and a keen eye for detail.
10. Must be courteous and tactful with parishioners, especially in times of grief and crises in their lives.
11. Must have multi-tasking and time-management skills with the ability to prioritize tasks.
12. Overall dependability and accessibility are especially important.
13. Professional appearance and customer service attitude.
14. Proficient in Microsoft Office Suite and able to learn membership management software.

Qualifications

1. Associate degree or higher in office administration, business, or related field preferred.
2. High school diploma or GED equivalent required; additional certification in Office Management is a plus.
3. Previous administrative experience, preferably in a church or non-profit environment.
4. A deep personal faith in Jesus Christ and an understanding of the mission and values of the church desired.
5. Must be committed to the church's mission, vision, values, and message.

Work Environment

1. Full-time position with typical office hours, with some evening or weekend hours required for special events or meetings.
2. Office-based role, with occasional travel to events or ministry locations.

Physical Requirements

1. Must be able to lift 15 – 30 Pounds at a time.
2. Prolonged periods of sitting at a desk.

Salary Range: 45-60K

Reports to: Business Manager and Senior Pastor