

Piney Grove Baptist Church
Administrative Assistant Job Description

The primary purpose of this part-time position is to provide administrative support for the Senior Pastor, Youth Pastor, and Church Treasurer. The position also provides clerical support to Ministry Teams and the congregation in regards to church related activities.

HOURS: 9:00 A.M. TO 2 P.M. Monday – Friday

SALARY: \$15 - \$18 PER HOUR (commensurate with qualifications and experience)

PTO: Two weeks (Ten 5-hour days)

EDUCATION: High school diploma required; additional business, secretarial, or administrative coursework preferred.

QUALIFICATIONS: Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher).

Must have general knowledge of all office equipment and a willingness to further that training.

Lifting not to exceed twenty pounds.

Must be able to work independently and manage work flexibly.

Excellent communication and interpersonal skills; able to interact effectively with staff, volunteers, and congregation members.

Strong organizational skills with the ability to multitask, prioritize, and meet deadlines.

Must maintain confidentiality and demonstrate a high level of integrity and professionalism. The job entails sensitive information and sensitive communications.

Must be a practicing Christian and committed to the mission of the church.

JOB RESPONSIBILITIES:

Maintain service agreements, contracts and maintenance for office equipment.

Schedule pest control, fire extinguisher, emergency lights and elevator inspections.

Maintain calendar of church activities and church facilities usage. Schedule church facility usage. Notify Building and Grounds of facility usage. Collect applicable payments for usage of church facilities.

Notify Building and Grounds of any building issues. Schedule cleaning, inspections, repairs as needed/requested.

Prepare and make deposit of Sunday contributions on Monday. Prepare and make deposit on Thursday of contributions received during the week.

Edit and prepare weekly church bulletins for printing and distribution on Friday.

Maintain prayer concerns list; print and distribute on Friday.

Ensure adequate inventory of office supplies

Process vendor invoices and credit card purchases ensuring proper forms and signatures are obtained if applicable. Distribute or mail checks appropriately and maintain vendor files.

Maintain other church files.

Compile information and prepare monthly newsletter.

Operate multi-line phone system with professional phone etiquette, directing calls efficiently and courteously, taking messages and relaying messages promptly.

Other administrative support tasks as requested by pastors, treasurer and Ministry Teams.

All tasks to be performed with accuracy and attention to detail.