

## Administrative Assistant

### **Principal Function:**

The principal function of the Administrative Assistant is to provide comprehensive & efficient administrative support to the church staff, church officers, committees, and congregation.

### **Responsibilities:**

#### **Administrative Responsibilities**

- Answer phone calls and doors, and greet visitors in the church office.
- Maintain master church calendar, including space use requests and scheduling, and keep custodial contractor informed of any special usage cleanup.
- Maintain office supplies and equipment and replenish or schedule maintenance when needed.
- Make periodic visits to the post office to deliver mailings and pickup supplies; collect mail and deliveries from the mailbox and front door (sometimes up to 25 pounds).
- Participate in staff meetings to coordinate ministry efforts with other staff members.
- Utilize our church management platform (Breeze ChMS) for membership and financial records.
- Support church staff in administrative tasks such as making copies, updating information around the church, distributing it to appropriate groups, and other duties as assigned.

#### **Communications Responsibilities**

- Prepare and print weekly and special worship bulletins in coordination with the Director of Music.
- Prepare/disperse The Communicator newsletter weekly by mail, email, social media, and website.
- Update church website and event calendar with current events, activities, and announcements.
- Create graphics for social media, email, website, and worship screens, as well as printed media for church advertising and communication.

### **Necessary Skills**

- Strong written and verbal communication skills
- Detail-oriented and administrative ability
- A valid driver's license and transportation with appropriate insurance
- Ability to use Microsoft Office, WordPress, Breeze ChMS, Canva or similar resources
- Good relational skills for interacting with church members, ministry partners, and church visitors
- Knowledge of basic technological skills like website editing and internet performance

*(more info on back) →*



329 Main Street  
Madison Heights, VA 24572  
[www.madisonheightsbaptist.org](http://www.madisonheightsbaptist.org)  
[josh@madisonheightsbaptist.org](mailto:josh@madisonheightsbaptist.org) | (434) 846-5914

**Education Requirement**

High school diploma required. Minimum Associate's degree in a related field preferred.

**Supervision**

The Office Administrator is responsible to the Personnel Committee and works under the supervision of the Pastor.

**Salary and Benefits**

**Hours:** Monday – Thursday: 8:30am - 2:30pm or 9am – 3pm (24 Hours Weekly)

**Pay Rate:** \$25/hour (based on experience and skills)

**Benefits:** Long-term Disability and Dental Insurance paid for by the church.

**Vacation:** 48 hours annually (equivalent to two weeks)

**Sick Leave:** 48 hours annually (prorated for the hiring year based on employment date.)

*To apply, send your resume to, Personnel Committee Chair, Carl LaFerney: [cjlaferney@msn.com](mailto:cjlaferney@msn.com)*

**For more information on the church and our mission, please visit: [madisonheightsbaptist.org](http://madisonheightsbaptist.org)**