

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) →



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Education Requirement

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

Supervision

The Administrative Assistant 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

For more information on the church and our mission, please visit: madisonheightsbaptist.org