

## Faith Baptist Church

### **Position Description: Administrative Assistant**

#### I. Work Hours:

This is a part-time position with work hours not to exceed fifteen hours per week unless authorized by the Office Manager. The regular duty hours are Monday through Thursday from 9:00-13:00. The Administrative Assistant will work the hours of the Office Manager in the Office Manager's absence.

#### II. Position Description:

The Faith Baptist Church (FBC) Administrative Assistant will provide direct support to the church Office Manager in the administrative functions listed below. Saturday and Sunday are considered days off. The immediate supervisor for the Administrative Assistant is the church Office Manager. Specific major duties and responsibilities are outlined below.

#### III. Qualifications:

1. Must be a member of Faith Baptist Church in good standing
2. Has completed all the required MinistrySafe screening prior to be hired, and undergoes follow up screening
3. Bachelor's Degree preferred, Communications, Public Administration, Information management or Computer Science ideal
4. Must be computer literate. Must be able to manipulate information within a variety of applications to include word-processing, spreadsheets, and database programs. May be asked to troubleshoot minor technical problems for other staff members.
5. Must be able to type at least sixty words per minute and be proficient in proofreading
6. Must be able to operate a photocopier (multi-bin, collating version), answering machine, fax machine, and multi-line telephone system
7. Must possess good English communications skills, both oral and written
8. Knowledge of the German language is preferable

#### IV. Specific Duties and Responsibilities:

1. Will provide support for the following church ministries: Adult Discipleship (Sunday School classes and Men and Women's Studies), Youth, AWANA, Children's, Missions, Hospitality, Music, and Audio/Visual
2. Collects and enters attendance into the church database for Adult, Youth and Children's Discipleship; creates attendance rosters for all these groups, maintains a report spreadsheet with attendance
3. Maintains communication with these ministries; assists with printing and administrative needs
4. Receive visitors and telephone calls. Ascertain the nature and urgency of the contact. Provides responses as appropriate, based on readily available and releasable sources. Determines the need to refer visitor or caller to Pastors, other ministerial staff, support staff, Deacons, or other volunteer leaders and makes appropriate referrals. Takes messages and routes calls as appropriate
5. Ensures the office area and copier room are kept in a neat and orderly fashion

6. Receives, sorts, and distributes incoming mail Assists the ministerial staff/office manager with other administrative tasks as instructed
7. Ensures welcome cards, tithing envelopes, and pens are properly stocked in the sanctuary prior to Sunday morning services, and may delegate this task to the office staff or volunteers if necessary
8. Acts as the church Database Assistant Administrator: keeps the information up to date: demographic information, contact information, membership, and attendance status. Uses the database to record attendance for different groups in the church and produces reports when necessary. Trains other ministry leads or ministerial staff on how to use the database
9. Is the direct “replacement” of the office manager during the times when the office manager is not in the office
10. Is a Database Assistant; is trained how to use church database and will utilize it under office manager’s supervision
11. Will maintain confidentiality of all personal and sensitive information of all church employees, church members, and church visitors