

Middle Baptist Church

Job Posting Notice

Date Posted: November 23, 2022
Time Posted: 9:00 a.m. Central
Salary Range: Negotiable

Job Posting No: 2022-5
Deadline for Applying: December 6, 2022
Deadline Time: 11:59 p.m. Central

DEPARTMENT	JOB TITLE	SHIFT	OPENINGS
General	Administrative Assistant	1	1

PRINCIPLE FUNCTION: The church administrative assistant is a vital member of the church staff. Responsibilities are to be performed in a confidential, discreet, professional, tactful, and pleasant manner that glorifies God. This person must exhibit strong interpersonal and communication skills and be able to communicate effectively in a professional manner, verbally and in writing.

EVALUATION PERIOD: 90 days

JOB DUTIES:

1. Exercise tact, courtesy, confidentiality and diplomacy in fulfilling job responsibilities
2. Exhibit excellent oral and written communication skills, including courteous phone etiquette
3. Support the Pastor, Official Board leaders and other church ministry leaders, ensuring administrative aspects of the church are run efficiently.
4. Receive and direct incoming mail, information, and phone calls appropriately, taking clear messages and returning calls, as required
5. Perform general office work such as ordering supplies, filing, typing, scanning, copying, transcribing dictation, drafting and developing correspondence and communications, preparing documents, and maintaining non-financial documents, reports and correspondence
6. Serve as the point of contact for scheduling activities and events for the church
7. Update, develop and maintain a calendar of events via the church website, social media pages, etc.
8. Prepare and maintain accurate membership records, databases, mailing lists, automated communication lists, working in cooperation with the Church Clerk
9. Assist the Church Treasurer and Financial Secretary with administrative functions
10. Coordinate volunteer activities within the church and community
11. Perform additional responsibilities as required

QUALIFICATIONS:

Qualified applicants should possess strong communication, professional, interpersonal skills, organizational skills, and attention to detail. Ability to maintain a high degree of confidentiality. Experience with Microsoft Office 365, word processing, computer, laptop, and other software as required, including Word, Excel, PowerPoint, Google suite (Doc, Forms, Drive, Sheets, etc.), Shelby Software and the ability to work with graphics. Basic accounting/bookkeeping skills.

REQUIREMENTS:

Education: Minimum of High School Diploma or equivalent, some college preferred

SALARY: Negotiable and commensurate with skills, education and experience.

Interested applicants must submit resume to:

P. O. Box 161088
Memphis, TN 38186

Resumes submitted any other way will not be acknowledged or considered