

CBC ADMINISTRATIVE ASSISTANT

The Administrative Assistant is the office manager and information center of the church, assisting and providing support to the Senior Pastor, Youth Pastor, ministry leaders and church congregation.

General Administrative Duties:

- Perform general office tasks such as greeting guests, answering phones, distributing mail, ordering supplies, processing congregational mailings, screen and disseminate information to the proper persons or volunteers with appropriate follow-up or make referrals.
- Attend staff meetings and functions.
- Create, print and assemble the weekly worship bulletin, including inserts.
- Prepare and print bulletins for special services (memorials, funerals and other services).
- Prepare and distribute weekly church email, and other church publications and mailings.
- Maintain master calendar for programs, events and facilities use.
- Maintain church records including membership database, baptisms and first-time attendees and member/congregant contact information.
- Assist the Sr. Pastor with special services, presentations, writing reports and letters.
- Maintain a clean and orderly office environment; keep office equipment in working order; order supplies, set up vendor accounts as needed, submit bills, maintain good rapport with vendors.
- Assist Sr. Pastor with administration of benevolence on behalf of the church.

Qualifications:

- Proficiency in MS Office Suite
- Strong Computer Skills
- Excellent Verbal and Written Communication Skills
- Enjoy Working and Dealing with People
- Ability to be a Team Player
- Ability to Multitask and Prioritize
- Be a Self-starter
- Ability to Maintain Confidentiality