



Administrative Secretary Position Description

POSITION SCOPE

The position of Church Administrative Secretary carries several expectations. Specific responsibilities outlined below are one aspect of the job description. The second aspect is that since the church secretary is usually the first point of contact when someone calls or visits the church office, it is critical that the person have a friendly yet professional demeanor. A skilled, warm church secretary influences the way others view the entire congregation. The position necessitates an understanding of confidentiality and discretion as they work closely with pastoral staff in handling sensitive information.

General Responsibilities

- Administrative support for the Lead Pastor, Administrative Pastor, Youth Pastor
- Answer phones, greet visitors, respond to general church inquiries
- Relay pertinent information to the appropriate staff member, Elders, or Committee Chairperson
- Manage and process facility use request forms and manage the church calendar
- Process mail, email and correspondence
- Prepare and record checks for paying expenses/reimbursements
- Prepare the weekly bulletin, business meeting documents, annual church directory
- Weekly manage the church online presence: Webpage, Facebook, online church bulletin
- Email special prayer needs when requested
- Provide monthly budget reports for each Committee Chairperson
- Prepare and file membership and baptismal records, policy and procedure records, committee meeting minutes and ensure background checks and records are current
- Order and maintain resource room, office supplies and equipment
- Keep the electronic outside reader board current

QUALIFICATIONS

- Strong organizational and administrative skills
- Good command of proper grammar and businesslike written communications
- Ability to work well with a variety of people and respond calmly under stress
- Proficiency in either Apple or Microsoft PC Computer systems
- Proficiency in Microsoft Office, Excel and QuickBooks programs
- Experience with business management software is preferred but not required. Experience with the church management software (SubSplash) is a plus.
- Prior administrative or office experience is preferred
- An adherence to EBC's Statement of Faith carries with it the expectation that the person is a committed Christian
- Some bookkeeping experience is preferable.

SUPERVISION

- Supervisory authority is the Assistant Pastor unless there is none, then it is the Lead Pastor. In the absence of both, an Elder will be appointed by the Elders as supervisor.

HOURS AND SALARY

- The hourly rate, depending on experience, is \$23.50 - \$25.00 per hour. Office hours are Monday to Friday from 8:00 a.m. to 4:00 p.m. There are 2 weeks of vacation the first year, and 12 days of sick leave. Vacation time must be pre-approved by the supervisory authority. Paychecks are received on the 1st and 15th of each month. This position does not have insurance benefits.