

## **ADMINISTRATIVE SECRETARY/RECEPTIONIST (FULL-TIME)**

The administrative secretary/receptionist is responsible for providing clerical support to the church administrator and pastoral staff and to present a positive image to those who contact the church by phone, email or in person.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Administrative secretary/receptionist
<b>Accountable To</b>	Church Administrator
<b>Ministry Target</b>	Pastoral staff/church in general
<b>Position Is</b>	Paid staff; <b>regular; full-time</b>
<b>Position May Be Filled By</b>	Church member, regular attendee or member of another church
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Required</b>	Clerical skills such as filing and typing • Pleasant phone manner • Operating a multi-line phone efficiently • Computer keyboard knowledge/experience • Accurate typing, 50+ wpm • Organizational skills • Strong grammar • Experience in Microsoft Office & Desktop Publishing applications
<b>Best Personality Traits</b>	Dependable • Discreet • Friendly • Professional • Neat
<b>Salary Range</b>	Negotiable
<b>Passion For</b>	Providing clerical support to church staff and greeting church members and the public, presenting a good Christian testimony to those who contact the church office
<b>Hours</b>	Variable work hours: Mon. – Fri.; <b>35-40 hours per week</b>
<b>Applicant Screening</b>	Background, health and computer & typing proficiency
<b>Benefits Eligible?</b>	<b>Yes, per the current employee manual</b>
<b>Length of Service Commitment</b>	One year minimum

## **RESPONSIBILITIES/DUTIES**

1. Greet visitors and answer phone calls to main office.
2. Apply postage; mail correspondence and newsletters.
3. Communicate with deacons regarding member deaths, hospitalization & other member concerns.
4. Coordinate emergency financial assistance (benevolence) applications and appointments.
5. Do clerical projects and make copies as directed by the church administrator.
6. File member and prospect data, correspondence, reports, church newspaper ads, etc.
7. Input and update current and new member records.
8. Input weekly contributions into donor records and prepare annual contribution reports for all donors.
9. Open incoming mail and distribute to appropriate persons.
10. Prepare weekly print and electronic bulletin.
11. Order/maintain office and administrative supplies, including stamps or postage for postage meter.
12. Participate in weekly staff meetings. Record and distribute minutes.
13. Prepare and mail board meeting announcements and agendas.
14. Prepare and mail letters to visitors.
15. Receive and process ministry forms (building use, work request, announcement request, etc.)
16. Receive, screen, direct incoming calls. Take messages when appropriate and distribute to the appropriate person in a timely manner.
17. Register members for events as needed.
18. Use desktop-publishing software to prepare: weekly bulletins, flyers, postcards and other items as directed.
19. Other duties as assigned.