



CHURCH ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION:

Keltys First Baptist Church seeks a Christian who is personable, engaging, motivated and self directed to act as assistant to the pastoral staff and lay volunteers. This individual must be skilled in attention to detail, organization, multi-tasking, dependability, computer literacy. This person must be committed and able to handle confidential and sensitive information with integrity.

The position of Administrative Assistant must be seen as not just a job, but a ministry. This ministry is first and foremost unto the Lord (Colossians 3:23), then as a service to the pastoral staff and church body. This person will often be the first voice and face of the church and often the primary liaison between the pastors and parishioners. This requires a Christ-like attitude and genuine love for others (Romans 12:9-18).

QUALIFICATIONS

1. Must maintain a Christ-like attitude and be others-centered
2. Must be an active member of an evangelical church and growing in your Christian walk
3. High School diploma or equivalent
4. Minimum of five years experience in administrative or secretarial role
5. Minimum typing 60wpm with accuracy
6. Excellent command of English language, grammar, punctuation and writing skills
7. High proficiency in multi-tasking, organizational, and detail oriented skills
8. High proficiency in computer skills, multi-media and social media
9. Familiarity with basic office equipment
10. Basic eye for and understanding of design concepts (bulletin layout, brochure design, etc.)
11. Ability to maintain strict confidentiality with financial, personal and other private matters

JOB DUTIES (To include but are not limited to)

1. Maintain and organize reception area.
2. Route any/all incoming communications and visitors (mail; e-mail; phone messages) to appropriate staff and lay volunteers
3. Weekly preparation, proof and distribution of Sunday bulletin.
4. Order and maintain office supplies and equipment service.
5. Maintain, coordinate and communicate the church calendar.
6. Maintain accurate membership records.
7. Maintain church files in cooperation with the Pastors, Church Clerk, and Church Treasurer.
8. Organize and maintain filing system and office organization.
9. Coordinate travel arrangements for pastoral staff.
10. Notify all Pastoral Staff of member hospitalizations, deaths, etc.
11. Receive daily deliveries and service calls.
12. Light financial and bookkeeping responsibilities.
13. Other general administrative duties as needed.

REQUIRED SKILLS

Macintosh computer operations (Pages, Safari), Microsoft Office software (MS Word, MS Excel), Working knowledge of basic office equipment,

RECOMMENDED SKILLS (Helpful but not required)

Graphic design, website design, WYSIWYG Editing System,

SUPERVISION

While the Administrative Assistant will serve the entire pastoral staff, this person will be under the direct supervision of the Administrative Pastor and will receive a yearly job review and performance appraisal by the pastoral staff.

HOURS:

8:00am - 4:30pm Mon - Thurs

8:00am - 12:00pm Fridays

34 Hours total. (*Working a full day on Friday is optional*)

Includes 30 days of PTO to be used for holidays, sick leave, and vacation.

PLEASE SEND RESUMES TO:

Keltys First Baptist Church

Attn: Aaron Wilson

PO Box 3043

Lufkin, TX 75903

Or Email in PDF Format to: aaron@keltys.org

Please include three references. At least one must be professional and one pastoral.