**Springfield Baptist Church**

4309 Auburn Knightdale Road, Raleigh, NC 27610

**Job Title: Church Office Assistant**

**Job Function:** The Church Office Assistant reports directly to the Church Office Administrator.  The Church Office Assistant is a part-time position.    The Church Office Assistant must be good at multitasking and prioritizing projects.   The Church Office Assistant should always exhibit professionalism, good work ethics and the ability to maintain confidentiality.  The Church Office Assistant assists with note taking, printing materials, coordinating meetings and other duties as assigned.  The Church Office Assistant must have the ability to organize and process information and follow directives from the Church Office Administrator.  The Church Office Assistant must be committed to Christ, have a passion for Springfield Baptist Church and have high standards of Christian conduct.

**RESPONSIBILITIES/DUTIES:**

1. Greets every person entering the office with a friendly, courteous, and helpful attitude
2. Directs guests and visitors to the appropriate department
3. Works collaboratively with the Church Office Assistant and the Executive Assistant
4. Maintains records of the administrative forms related to church events, meetings, and activities
5. Coordinates sending of all correspondences with members, including letters of condolence
6. Works closely with Church Activity Coordinator in coordinating events held on the SBC Campus
7. Assists with typing letters, minutes, and printing and folding church programs and other program materials
8. Helps with filing of paperwork
9. Assists in keeping office supplies current
10. Maintains telephone list of members
11. Creates robo-information calls to keep members informed of things at the Church
12. Serves as a receptionist as needed
13. Assists with preparing presentations both printed and projected
14. Creates high quality church-wide graphic and visuals for digital, web, print, and social media for events and marketing (posters, slides, banners, brochures, fliers, etc.)
15. Assists with data entry and maintenance of membership records
16. Sorts and distributes daily mail
17. Serves as back-up to record church conference and other official minutes
18. Assists in providing employees with year-end tax information
19. Takes orders for recorded sermons/services
20. Performs other duties as assigned

**QUALIFICATIONS:**

High school or General Educational Development diploma required

Must be proficient with office equipment and possess strong computer skills, i.e. MS Word, Excel, and PowerPoint

Must have a heart for the ministry of Springfield Baptist Church and the people of this Church family

**HOURS:**

Monday – Friday

Part-time

Springfield Baptist Church **Assistant** **Church Secretary**

Personnel Committee 01202020