

Church Administrative Assistant

New Light Beulah Baptist Church has an immediate opening for a part-time Administrative Assistant. This position reports to the Chairperson of the Personnel Committee, and is responsible for overseeing all aspects of general office coordination, answering telephone calls and returning calls as needed, opening, sorting and distributing mail to proper individuals and ministries daily (including faxes and email), signing for and distributing UPS/FedEx packages, organizing and maintaining Church calendar (and **Pastor's** calendar), providing assistance to all Ministries (i.e., making copies, special programs, etc.), ordering office supplies, paper, toner, etc.

In addition to the general duties above, this position is also responsible for **Pastoral Management** which consists of maintaining and scheduling all appointments for the Pastor (when called upon), coordinating travel arrangements for the Pastor and delegations that represent the church, and preparing report(s) and presentation materials for workshops and trainings conducted by the Pastor.

Qualifications

- Minimum of an Associate's degree, preferably in business administration or a related field
- At least 1-2 years of administrative experience, preferably in a church or office setting
- Excellent interpersonal skills
- Must maintain a **high degree of confidentiality**
- Excellent oral and written communication skills
- Excellent command of the English language
- Must be extremely efficient, organized and resourceful
- Experience with Microsoft Office (Word, PowerPoint, Excel, Outlook, Publisher and Access)
- Proficiency in the use of standard office equipment including, but not limited to computers, telephone systems, calculators, copiers and fax machines

Working Hours

Monday through Friday 10:00 am to 2:00 pm (20 hours per week)

Hourly Rate

\$15.00/hr.

If you are interested in this position, please submit a resume and cover letter of interest to: newlightbeulah87@gmail.com. Position open until filled.

Posted 4/3/23