

Christ's American Baptist Church

JOB DESCRIPTION Administrative Assistant

Job Description:

Christ's American Baptist Church is seeking an Administrative Assistant to join our amazing church and perform a variety of administrative and clerical tasks. This role is a full-time, 35 hour per week position, including benefits. Reporting to the Senior Pastor, the Administrative Assistant will:

1. Support information flow to various committee leads
2. Be responsible for general clerical work and communication
3. Be the first point of contact for members of the church and the public via phone, email, walk-ins
4. Monitor the building entrance during regular hours
5. Manage internal/external church calendars, bulletin boards and road sign
6. Order/Maintain/Replenish office supplies
7. Support Sunday Morning Service

Expectations of Education, Experience, & Skills:

1. A minimum of three years secretarial experience; a degree in business or secretarial science with less than three years' experience will also be considered.
2. A relationship with Christ. A willingness to become a worshipping member of CABC, adhering to the theology and doctrines of CABC.
3. Computer literate with a working knowledge of Microsoft Word, Excel, Adobe and internet navigation, and the willingness to learn new products.
4. Possess excellent communicative and interpersonal skills, be self-motivated, and able to work independently.
5. Have the ability and willingness to maintain confidentiality in the workplace and within the CABC church body.