



Job Title: Administrative Assistant

Hours: 15 hours per week

General Description

The Administrative Assistant will be working within a team of three or four people to provide the pastoral and ministerial staff with administrative assistance and support, thereby allowing them to focus on other areas of ministry. Although the duties of this position are specific, and each of the administrative team members has a different role and responsibility, there is much crossover and overlap. Team cooperation, care, and unity are important. The candidate must enjoy the challenges of supporting a small office of diverse people and programs. It is expected that the Administrative Assistant serve the staff with excellence and in a spirit of Christ-likeness.

Personal Qualities

- Follower of Jesus Christ and an active member/attendee of an evangelical church
- Must have a heart for the ministry and the people of South Shore Baptist Church
- Strong administrative, communication, and computer skills
- Exercise discernment and wise judgment
- High level of professionalism and confidentiality
- Ability to work at a fast pace when necessary
- Strong attention to detail
- Self-starter, self-motivated, ability to work unsupervised
- Good at multi-tasking and prioritizing projects
- Capable of working with distractions
- Able to work effectively within a team
- Cooperative, dependable, and flexible
- Proactive and resourceful
- High level of personal integrity
- Willing to learn new tasks and functions and to ask questions
- Can adapt to change quickly
- Positive and poised under pressure

Administrative Assistant tasks

- Required to learn and become an expert in the workings of *Connect*, our church management software. Assist and help others with the workings of the system
- Serve as a gatekeeper for the pastoral staff
- Receive, screen, and direct calls and emails
- Prepare for weekly meetings with admin team and supervisor
- Ordering supplies for the office
- Help oversee office equipment, requesting maintenance and coordinating repairs
- Files and maintains all financial receipts for the church
- Scans all reimbursement requests and bills to be paid
- Communicates with our outsourced bookkeeper, assistant treasurer and missions treasurer with respect to financial matters
- Responsible for reconciling all charges to the credit card bill
- Maintain attendance records for Sunday morning
- Assist in coordination of events, including funerals and private outside events
- Assist the other admin team members with their tasks when necessary; this requires cross training amongst team members

Minimum Requirements

- 3-5 years of previous administrative experience
- Experienced in Microsoft Word, Excel, Outlook, PowerPoint and some cloud based software
- Able to navigate the internet
- Knowledge of Publisher and Google Docs preferred, but not required
- Working knowledge of standard office equipment
- Working knowledge of AV equipment a plus

Knowledge of SSBC Connect (Community Church Builder or CCB) is not required, but a huge advantage. If not familiar with the administrative functions of Connect/CCB, experience with another records management system is also desirable. Please indicate which system(s) you know and what role you had working with each