



## **PART-TIME ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION**

### **Reports to: SENIOR PASTOR**

State Street Baptist Church, Cayce SC is seeking an experienced Administrative Assistant to support its ministerial staff and church office operations. This is a part-time salaried position for three days a week –Monday, Wednesday and Thursday- for 21 hours a week. No insurance is provided but paid vacation days are included after a year of employment. The successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills. He/she must possess strong organizational skills, proficiency in office procedures and methods to ensure work flow, and knowledge of office computers and software (Microsoft Office Suite required; knowledge of Adobe Photo-Shop, InDesign, Illustrator and desktop publishing a plus). This person must be able to multi-task, be flexible in their job routine, work as team member in a collaborative environment, and relate well to other church staff, congregants and visitors. Salary is commensurate with experience. See the following detailed position description for specific duties and required skills.

Interested candidates should submit a cover letter outlining their interest in the position and the gifts and skills they possess along with a resume and salary requirements. Applications will be accepted by mail or email at the addresses below until the position is filled. Resumes will be reviewed as received.

### **RESPONSIBILITIES:**

Provide clerical and secretarial support to church staff, leadership, teams and members to include managing incoming calls, scheduling, correspondence, document and report preparation, and other duties as assigned.

### **FUNCTION:**

The individual in this position provides administrative support in carrying out the operational responsibilities of the church office. This individual is also the primary administrative assistant for the church ministerial staff. The successful candidate carries out these functions while providing a cheerful and organized atmosphere for all who enter or contact the church, meeting the needs of staff, guests, and congregants with care and discretion.

### **DUTIES:**

#### Staff/Leadership Support

Provide administrative support for members of the Ministerial staff including scheduling appointments; meeting and travel requirements; preparing and mailing correspondence; emails; handling messages and incoming mail and preparing reports, presentations, etc.

#### Office/Clerical Support

- Serve as receptionist, screening and routing incoming calls and visitors to the church; warmly greeting persons with a friendly, courteous, and helpful attitude; provide pertinent and appropriate information to callers and/or visitors.
- Receive and distribute incoming mail
- Maintain church calendar including scheduling of meetings/events and post on church website calendar
- Duplicate audio/video disks for outreach ministry, Bible studies or other church services, as requested
- Prepare and dispatch bulk mailings, as needed
- Prepare Sunday School attendance sheets and class folders weekly and place in Sunday School office

- Monitor and maintain office supplies inventory and prepare supply orders for Financial assistant, as needed
- Assist in maintaining bulletin boards and wall posters
- Assist in preparation for graduate recognition service and related activities
- Prepare and produce weekly church Worship Guide and other special service programs to include the “Mid-Week Reminder and Prayer List,” associational letter and information for all church teams
- Prepare, produce, and dispatch promotional materials for Sunday School, stewardship campaigns, teams, deacons, ushers, senior Adults, and other organizations, as needed
- Church Member Status Change: Notify Senior Pastor, church office staff, appropriate deacon and teacher of member events including birth, illness, death or others. Upon change of condition of serious illness, notify Senior Pastor immediately.
- Church Member Related Death: Notify Hospitality Team when there is a death related to a church member for preparation of family meal. Order plant or memorial, as needed. Maintain list of memorials donated to the church and send acknowledgements to families.
- Cross-train with Business/Media Administrator so that each can assume duties of the other in their absence.

#### Church Member Support

1. Maintain weekly prayer list of hospitalized, ill, and bereaved church members/family.
2. Prepare and dispatch monthly church newsletter
3. Maintain master membership list including addresses and telephone numbers and produce the church directory
4. Maintain historical church membership roll and Sunday school records.
5. Schedule use of church facilities and bus
6. Maintain church flowers schedule for Sunday services

#### **SPECIAL SKILLS, KNOWLEDGE AND TRAINING** - The Administrative Assistant should:

1. Minimum of 2 years of experience in an executive level Administrative Assistant position, preferably supporting multiple principals.
2. Strong clerical skills to include: Proficiency in the Microsoft Office Suite programs (Word, Excel, PowerPoint, Outlook, and Publisher). Proficiency in Adobe Photo-Shop, InDesign and Illustrator preferred.
3. Strong organizational skills; ability to multi-task and handle requests from multiple sources.
4. Have effective verbal, writing and editorial skills (proficient in English).
5. Have a caring attitude, excellent people skills, high integrity, and exercise strict discretion and confidentiality.
6. Have or quickly develop a working knowledge of State Street Baptist Church’s organizational structure, ministries, and protocols.

#### **LEVEL OF RESPONSIBILITY:**

The Administrative Assistant reports to the Senior Pastor. This position may also receive general direction from the ministerial staff he/she supports. Work may be reviewed by the Personnel Team to ensure that the overall objectives are met. The person in this position uses initiative and discretion in interaction with staff, congregants, and visitors. Because of the nature of the role, the Administrative Assistant must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

#### **LEVEL AND NATURE OF CONTACTS:**

The Administrative Assistant may have daily contact with the Senior Pastor, other ministers and the church Financial Assistant. He/she has frequent contact with the church leadership and other church staff as well as congregants and visitors.

#### **HOURS:**

This is a part-time position. Core work hours are Monday, Wednesday, and Thursday 9:00 am to 4:30 pm with 30 minutes for lunch. Other hours may be assigned as necessary for office coverage and special events.

**NATURE OF THE WORK:**

The work involved in the position occurs primarily inside the church facilities (1420 State Street, Cayce SC 29033) and is generally sedentary in nature. The Administrative Assistant must be able to comfortably carry small to medium sized boxes (up to 50 lbs) and maneuver within the facility which includes stairwells and elevators. State Street is a non-smoking facility.

**COMPENSATION:**

\$16,000 to \$18,000 yearly

**BENEFITS:**

1. Competitive pay scale
2. Paid Vacation days after the first year (see chart)

**Paid Vacation Days for Part time Employees**

Years of Employment	Days of Vacation
1st	0
1 – 5	3
6 – 10	5
10+	6

**The selected applicant must successfully pass a background check and a pre-employment drug screening test.**

**SUBMIT:**

Email – [personnel@statestreetbaptist.org](mailto:personnel@statestreetbaptist.org)

Mail – State Street Baptist Church, ATTN: Babs Martin 1420 State Street, Cayce SC 29033

In Person – Church office hrs. 9:00 am till 4:30 pm, Monday through Thursday