

**Beulah Baptist Church**  
**Job Description**  
**Administrative Assistant**

**Job Function:**

To assist the ministry staff in the administrative functions of the church and the lay members in their responsibilities

**Accountability:**

To the pastor and chairpersons of the Deacon and Trustee ministries

**Duties and Responsibilities:**

- Serve as receptionist for phone and email messages and visitors
- Keep church calendar up-to-date regarding meetings, church functions, including updating web calendar
- Coordinate room reservation requests
- Update and organize church files
- Keep record of church keys assigned out by Trustees
- Assist newsletter staff
- Assist pastor and ministry chairpersons with secretarial/clerical tasks
- Oversee procurement of all supplies; stock and inventory supplies
- Coordinate volunteers as needed
- Coordinate work of custodial and service personnel
- Perform related duties as assigned by Pastor, Trustee Chairperson and Chairman of Deacon ministry

**Required Knowledge, Skills and Abilities:**

- Must have a servant's heart and attitude
- Ability to accurately deal with difficult typing duties
- Ability to focus attention on work assignments or responsibilities in a distracting environment
- Skill in entering numerical or coded data into computer using keyboard operations
- Skill in operating computer peripherals such as printers, tape and disc drives etc.
- Ability to combine information from multiple sources into a final report
- Knowledge of the rules of grammar and punctuation
- Ability to work independently
- Ability to have discretion concerning information of the church life and ministries

**Minimum Qualifications:**

- Preferable member of Beulah Baptist Church
- Personal commitment to Jesus Christ as lord and Savior
- Three years of progressively responsible clerical/administrative experience or an equivalent combination of education and experience
- Proficient in Microsoft Word, Excel, Publisher, Power Point, Microsoft Office Professional