

## **JOB DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**

PRINCIPAL FUNCTION: The Administrative Assistant reports to the pastor for maintenance and coordination of all office functions, equipment, and materials of the church.

#### RESPONSIBILITIES:

1. Answer and process telephone calls and messages.
2. Sort and classify mail for distribution to the various departments.
3. Prepare outgoing office mail, read incoming and outgoing correspondence and compose routine correspondences independently.
4. Receive visitors in the church office.
5. Keep an accurate filing system of church records.
6. Assist heads of the Church Organizations carry out their church related work projects.
7. Requisition and verify office supplies according to HMBC purchasing policies.
8. Make and arrange appointments and meetings for the Pastor.
9. Complete weekly bulletins for Sunday service, and Special events.
10. Notify the Pastor and other involved persons of illness and deaths in the church family.
11. Send flowers or communications in case of death of a member or an immediate family member.
12. Record and compile necessary information for the obituary and funeral program for the bereaved church family members.
13. Assist in the preparation and the publication of the church booklets.
14. Assist the Church Clerk / Pastoral staff when needed.
15. Attend meetings for the Pastor when requested, and travel when necessary.
16. To all times be and maintain confidentiality concerning the Pastor and matters of the office of the Pastor.

#### EDUCATION AND TRAINING

Minimum of High School Diploma or Equivalent

#### KNOWLEDGE AND SKILLS

Experience with Microsoft Office Applications Desired

#### PAY:

Pay will be based on education and experience.

**NOTE:** There is a six (6) months period of probation. An evaluation be given quarterly and before the end of the probationary period.

OFFICE HOURS

The office hours are from Tuesday to Friday 9:00 a.m. to 3:00 p.m.

DRESS CODE

Appropriate Dress at all times.

DISCLAIMER:

Due to the potentially sensitive and confidential nature of this position, members of Hutchinson Missionary Baptist Church will not be considered for this position.