

Job Title: Administrative Assistant

Reports To: Senior Pastor

Work Schedule: Monday through Thursday, 8:00 AM to 3:00 PM (part-time)

Position Summary:

The Administrative Assistant provides administrative and organizational support under the direction of the Senior Pastor. This position ensures smooth daily operations within the church office and plays a key role in maintaining effective communication, organization, and record-keeping to support the church's mission and ministry.

Key Responsibilities:

- Open the church office each morning and prepare it for daily operations.
- Sort and deliver incoming mail; prepare and send outgoing mail.
- Maintain an organized and welcoming office environment.
- Greet and assist members, visitors, and staff in person and over the phone with a friendly and professional demeanor.
- File documents electronically and in physical records.
- Manage ministerial staff calendar and the church calendar.
- Assist deacons and other volunteers in carrying out the church's mission.
- Maintain attendance records and prepare weekly reports.
- Stay knowledgeable about church events and activities, sending church-wide emails as needed.
- Maintain and organize office and kitchen supply inventory.
- Attend and participate in staff meetings.
- Maintain and update the membership and visitor database.
- Perform other duties as assigned to support church operations and staff.

Qualifications:

- Strong organizational and multitasking skills with excellent attention to detail.
- Effective communication abilities with individuals of all age groups.
- Proficiency in Microsoft Office and Google Docs.
- Ability to manage calendars, maintain records, and handle confidential information with discretion.
- Basic understanding of church operations and familiarity with its mission and culture.
- Ability to learn GBC church management software.
- Friendly, professional, and service-oriented demeanor.
- Flexibility to adapt to changing priorities and responsibilities.

Work Environment:

This position requires a self-motivated individual who thrives in a collaborative and faith-based environment. As the face of the church office, you'll be an essential part of supporting its members, staff, and operations.

All who are interested in applying can send an email to jake@georgetownbaptist.net where you will be sent more information. Compensation will be discussed and decided based upon experience. The deadline for applications to be submitted is April 7th.