**Job Description: Church Administrative Assistant**

**Position Title:** Church Administrative Assistant

**Location:** Mount Jezreel Baptist Church, Silver Spring, Maryland

**Reports To:** Senior Pastor

**Position Type:** Full-Time (Office Hours – Monday – Thursday 8:00 a.m. – 4:00 p.m.) with some extended hours.

**Education/Experience**: A Bachelor’s degree or higher, or equivalent professional experience, is required.

**Salary:** Competitive Salary Based on Education & Experience

**Benefits:** "Full-time employees are eligible for benefits, such as healthcare and paid leave."

**Overview:**

The Church Administrative Assistant is a critical support role responsible for managing day-to-day administrative operations and providing organizational support to the church staff, volunteers, and congregation. This role will ensure smooth office operations, help maintain church records, assist with communication, and handle various clerical tasks while contributing to the church's mission and outreach efforts.

**Key Responsibilities:**

Greet visitors, members, and staff with a warm, welcoming demeanor.

Answer some incoming calls and direct them to the appropriate staff or ministry.

Respond to emails and general inquiries about church services, events, programs, and outreach.

**Office Administration:**

Manage general office duties, including answering phones, responding to emails, and greeting visitors.

Handle church mail, both incoming and outgoing, and maintain accurate records of correspondence.

Maintain the church calendar, scheduling appointments, meetings, and events, and coordinating with church leadership and volunteers.

Maintain church office supplies, ensuring an adequate inventory and ordering when necessary.

Supervise and work with the church receptionist.

**Communication Support:**

Prepare and distribute weekly church bulletins, newsletters, announcements, and other communication materials.

Maintain and update the church website and social media accounts as directed.

Serve as a liaison between church staff, ministry leaders, congregation members, and community partners.

Manage email communications to ensure timely and accurate dissemination of information.

**Recordkeeping and Data Management:**

Maintain accurate and confidential records, including membership rolls, baptism, wedding, funeral records, and donations.

Assist with database management, ensuring contact information and contributions are updated regularly.

Track church attendance and provide reports when necessary.

Help manage church volunteer schedules and ensure proper follow-up.

**Event and Meeting Coordination:**

Assist with planning, organizing, and coordinating church events, such as worship services, ministry meetings, conferences, weddings, funerals, and outreach programs.

Reserve meeting spaces, coordinate event logistics, and support events as needed.

Handle RSVPs, registration, and communication-related to church events.

**Volunteer Support:**

Serve as a point of contact for church volunteers and ministry leaders.

Help recruit, train, and coordinate volunteers for various ministries and events.

Maintain volunteer schedules and ensure appropriate follow-up and communication.

**Pastoral Support:**

Provide administrative support to the Senior Pastor and other pastoral staff by managing their schedules, appointments, and meetings.

Prepare and organize materials for meetings, church services, and special events.

Coordinate pastoral visits, including hospital visits, home visits, and other ministry-related needs.

Manage and prioritize correspondence for the pastor (emails, phone calls, and mail).

Maintain and coordinate the Senior Pastor’s calendar, scheduling appointments, meetings, and events.

Attend all staff planning and organizing meetings, church services, events, conferences, seminars, and ministry activities.

Work with ministry leaders to ensure event schedules are met, and resources are prepared in advance.

Provide logistical support for church events, such as coordinating volunteers, ordering supplies, and ensuring venues are set up.

Serve as a point of contact for congregational members who need pastoral care or assistance.

Work with the church communications ministry to ensure email, phone calls, social media, and the church website have up-to-date information.

Create and distribute the church’s weekly service bulletin or other worship-related materials via email and print.

Maintain accurate records of pastoral interactions with church members, including meetings, counseling sessions, and visits.

Assist with managing the church’s membership and attendance database, keeping it current.

Help track prayer requests, baptisms, weddings, and funerals and maintain related records.

**Administrative Support:**

Maintain and organize the church office and ensure all clerical work is completed promptly and efficiently.

Prepare reports, memos, and presentations for pastoral staff and church leadership meetings.

Assist in preparing and managing pastoral and ministry-related budgets, including tracking expenses and maintaining records.

**Confidentiality & Sensitivity:**

Handle sensitive and confidential matters, especially personal, financial, or counseling information.

Support and care for members with prayer requests, crises, and spiritual needs, maintaining a compassionate and empathetic approach.

**Volunteer and Ministry Coordination:**

Coordinate volunteer schedules for ministry events, pastoral support tasks, and church services.

Assist with recruiting, training, and maintaining communication with volunteers and ministry teams.

**Special Projects & Miscellaneous:**

Assist with special projects as directed by the Senior Pastor or church leadership.

Perform other duties as required to support the overall ministry of the church.

**Other Duties as Assigned:**

Perform other administrative tasks as needed by the senior pastor.

**Qualifications:**

**Education/Experience**: A Bachelor’s degree or higher.

Experience: Previous administrative experience, preferably in a church, school, government agency or non-profit setting. Experience with office management, customer service, or ministry is a plus.

**Skills:**

Strong organizational and multitasking abilities.

Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and essential office equipment.

Excellent written and verbal communication skills.

Comfortable with social media and website management.

Knowledge of church operations and ministry programs or familiarity with church software systems is a plus (e.g., Planning Center, Breeze, ACS, Realm).

Maintain confidentiality and handle sensitive matters with discretion. Confidentiality is non-negotiable, and a breach is automatic termination.

**Personal Qualities:**

A personal and authentic relationship with Jesus Christ

A love for people

A positive, flexible, and proactive attitude.

A heart for ministry and serving others in a faith-based environment.

Strong interpersonal skills and the ability to work collaboratively in a team.

Ability to work independently, prioritize tasks, and meet deadlines.

Alignment with the vision, mission, and values of the church.

**Working Conditions:**

Ability to sit for extended periods, use a computer, and perform general office tasks.

Some lifting and moving may be required for event setup, including carrying supplies or equipment (up to 20 pounds).

The work environment is primarily office-based within the church facility, with occasional off-site work related to events or ministry needs.

Depending on church events and schedules, occasional evening or weekend work may be required.

**Benefits (if applicable):**

Paid four weeks paid vacation. Not to be taken at one time.

Health and wellness benefits

A supportive and positive work environment

**Application Instructions:**

To apply, please submit your resume, cover letter, and relevant references to jhunter@mtjezreel.com or drop them off directly to the Senior Pastor. Applications will be accepted until February 28, 2024.

**Equal Opportunity Employer:**

Mount Jezreel Baptist Church is an equal-opportunity employer and is committed to creating a diverse and inclusive environment for all employees.

This job description outlines general duties and responsibilities but is not intended to be an exhaustive list of all tasks required for the position. The role may evolve over time to meet the church's and its congregation's needs. "The first 90 days of employment will be considered a probationary period, during which both the employee's and employer's expectations and compatibility will be evaluated."