

Administrative Assistant

Full-Time: 30 hours/week (Monday-Thursday 9am-4pm, Friday 9-1pm)
Round Grove Baptist Church



About the Administrative Assistant:

The administrative assistant serves as the executive/confidential/trusted assistant to the pastoral team of Round Grove Baptist Church. She/he performs office administrative and financial tasks of the church. The administrative assistant must maintain a cheerful, organized, and friendly atmosphere for all who enter the office area and meet the needs of guests, volunteers, and congregational members. The full-time position reports to the Senior Pastor.

Job Duties:

- Perform basic office management and tasks including, but not limited to receive and direct phone calls and emails, maintain church calendar, maintain and order all administrative supplies for the office and staff, receive and review daily mail
- Undertake the responsibility and duties related to the church's financial operations, including, but not limited to preparation of weekly deposits, monthly financial reports, bill pay and recording of tithes and offerings and yearly individual giving reports
- Preparation of weekly church bulletin
- Aids in preparation for meetings and events through the production of documents, handouts, reports, ordered meals, reminders, etc.
- Record regular scheduled and special church business meeting minutes
- Preparation and submission of water sampling for church facility
- May occasionally run errands related to church or pastoral needs.
- Record and maintain baptism, membership, death and wedding records of church members
- Maintain church member and visitor information, including addresses, phone numbers and emails through the church management software
- Manage and maintain background records received
- Manage and facilitate all church building reservations along with church property borrowed
- Serve as the church-wide communications director, including but not limited to, social media management, emails, website, and mailings
- Prepare graphic design for internal and external promotional material
- Occasional work on Saturdays/Sundays required
- Additional duties as needed

Job Requirements:

- A personal relationship with Jesus Christ
- High School Diploma or equivalent
- Strong working knowledge of computers and proficiency in software programs, including but not limited to Church Management Software, Microsoft Office applications, QuickBooks, and multiple social media applications
- Ability to maintain confidentiality and discretion with sensitive information
- Strong written and verbal communication skills, strong decision-making ability and attention to detail are equally important
- Must have effective time-management skills
- A heart for the ministry of RGBC and the people of this church family and communities
- Desire to aid the pastoral staff in fulfilling their responsibilities