

Affinity Missionary Baptist Church

Office Administrator Job Description

POSITION DESCRIPTION:

Type:	Full-Time Salaried Employment
Schedule:	40 hours per week (Sunday—Thursday)
Department:	Church Office
Direct Report:	Senior Pastor
Salary:	\$30,000 per year (plus benefits)

POSITION FUNCTION:

The Office Administrator will work under the supervision of the Senior Pastor implementing, managing, and directing the work of the church office and will also provide administrative support to the Pastors, Officers, Boards, and Ministries of the church.

POSITION RESPONSIBILITIES:

Office Management

- Office Environment—develop and execute policies and procedures necessary to maintain a neat, clean, inviting, and professional atmosphere within the church office for visitors, members, and staff.
- Office Team—execute and/or coordinate the work for the volunteer team in order to provide a welcoming environment, accurate information, and efficient service to persons and ministries served by the office.
- Office Furniture & Equipment—oversee the purchase, placement, and maintenance of all furniture and equipment necessary for the effective operation of the church office.
- Office Supplies—perform inventory and ordering of office supplies necessary for the effective operation of the church office.
- Office Files—provide maintenance of office files, church business records, historical archives, and records of pastoral actions.
- Voicemail, Email & In-Office Messaging—develop and execute a system for receiving, recording, and transmitting voicemail, email, and in-office messages for church staff and volunteers in a timely, accurate, and consistent manner.
- Incoming Mail—develop and execute a system for receiving, dating, recording, and sorting all incoming and outgoing mail in a timely, accurate, and consistent manner.
- Church Master Calendar—maintain and provide a digital format that allows an up-to-date schedule of meetings and events, including locations, to minimize and avoid scheduling conflicts.

Officers/Boards/Ministries Administrative Support

- Work in concert with the trustee board and church treasurer to provide accurate accounting of accounts payable/receivable and insure that all accounts are paid and collected in a timely manner.
- Work in cooperation with the Human Resource (HR) team to provide a system for maintaining employee records necessary for fulfilling the requirements of the HR handbook (*i.e.*, earned vacation, sick leave, absences, evaluations, commendations, and letters of correction).
- Develop and execute a system for maintaining a digital master schedule for all full-time staff.
- Work in concert with the membership clerk and financial clerk to provide a current, accurate, and efficient system of managing membership records.
- Oversee printing services for the church staff and ministries; including the weekly worship bulletin, reports, correspondence, and in-house publicity and promotions.

Senior Pastor Administrative Support

- Schedule appointments, meetings, and engagements as directed.
- Receive, screen, and take messages for all incoming phone calls; exercising discretion in committing Pastor's time, with ability to refer callers or visitors to appropriate sources of information or service.
- Prepare and compose correspondence as requested.
- Maintain office files.
- Prepare reports, agendas, and information for meetings when requested.
- Coordinate all travel arrangements for the Senior Pastor and church staff.
- Make all travel arrangements necessary for receiving guest ministers and speakers, including airplane reservations, hotel accommodations, and ground transportation.

QUALIFICATIONS:

Education

- High School Diploma (required)
- Associate or Bachelor Degree (preferred)

Experience

- Three years clerical experience (required)
- Three to five years administrative assistant or office manager experience (preferred)

Capabilities

- Skilled at establishing and maintaining efficient and effective office procedures.
- Efficient knowledge and use of Microsoft Office Suite; including Microsoft Explorer, Word, Publisher, Outlook, Excel, and PowerPoint; plus knowledge of the latest digital office technologies.
- Ability to work independently, exercising sound judgment to solve operational problems when the solution is not readily available.
- Ability to work in support of multiple work teams and personnel.