

Administrative Assistant – Church Secretary

Location: Shiloh Missionary Baptist Church - Anchorage, Alaska

Description

To serve the church by providing support in *three main areas*: providing administrative and secretarial services to the Senior Pastor, managing the church office, and maintaining the membership database.

Responsibilities

The following are the list of responsibilities for the position:

- Receive incoming calls, make outgoing calls, and take messages (all incoming calls are screened before being passed on to pastor).
- Make and return calls for pastor if needed.
- Schedule appointments, baptisms, funerals, weddings, speaking engagements.
- Coordinate travel arrangements for the pastor.
- Schedule use of church rooms and facility and maintain these on church calendar.
- Attend staff meetings as requested by the pastor.
- Assist with worship bulletins as directed by pastor and executive minister.
- Make certificates for marriage, baptisms and achievements as requested.
- Proofread materials generated by pastor as requested.
- Schedule new members for meetings with pastor.
- Inform pastor of illnesses and deaths of members.
- Send birthday cards to staff, sympathy, and get-well cards to members.
- Maintain and update database of church members.
- Make call out calls on church system.
- Mail out church correspondence.
- Send out letters and emails to first time visitors and new members.
- Type correspondence and maintain files.
- Serve as receptionist for the office.
- Answer questions and provide information when possible.
- Pick up, sort, and distribute mail from P.O. Box and mail dropped off at the church
- Maintain hallway bulletin boards.
- ***Maintain and update basic website content and online calendar of events***
- Maintain office equipment, ensure they are clean and well maintained, order supplies as necessary (i.e., paper, printer ink and supplies).
- Take food pantry use requests. Print out Food Bank schedules, calendars and correspondence and distribute.
- Update, print out, and email prayer list.
- Receive and fax documents.
- Make new member packets.
- Update Parish brochures and keep stocked.
- Print out lists and labels for Parish and other ministries.
- Collect Parish reports, post changes and requests, update report logs.

- Maintain new members list and Parish Ministry leadership team list.
- Provide membership information and assist Parish in maintaining lists.
- Enter new members and baptism candidates into membership database.
- Print out, distribute, and email profiles of new members to Parish.
- Serve as recording secretary for church business meetings.
- Perform other duties as assigned.

Skills & Requirements

- Must be comfortable and familiar with using a computer.
- Must have experience using Microsoft Office software:
 - Word
 - Excel
 - Outlook
- Should be comfortable with learning and using church membership database software.
- Must be open to and be able to receive training on tasks and other computer applications to be able to perform the job.

Position Type

Full Time – 37 hours a week

Accountable To

Senior Pastor

Salary

\$32,000/year and benefits offered

Application

If you are interested in applying for this position, please send a cover letter and resume (in Microsoft Word or PDF format) to our Executive Minister, Reverend Mildred Parker, at mildred.parker@shilohmbcalaska.org, or you can apply online at shilohmbcalaska.org/employment.

We will begin reviewing applications immediately.

