

## **ADMINISTRATIVE ASSISTANT**

### **Pullen Memorial Baptist Church**

**Function:** To maintain the pastor's calendar and manage pastor's e-mail; to provide administrative and organizational support to pastor, ministerial staff, church councils and committees by performing and organizing receptionist and administrative duties including receiving and providing information, answering direct calls, monitoring visitors' entrance into the church, and greeting and assisting visitors.

#### **Duties and Responsibilities:**

Reviews and manages pastor's emails, coordinates with pastor for appropriate response; maintains pastor's calendar, including scheduling or rescheduling appointments.

Serves as receptionist for the church office including daily tasks such as opening the office, listening to phone messages and responding to requests; answering the phone and providing information; controlling the locked doors at the back main entrance and at the green roof for entry of visitors and guests; responding to the buzzers at these two locked doors and providing information; assisting those seeking church help; greeting visitors; maintaining awareness of church calendar affecting the day's activities; keeping track of staff in the building; and sorting and distributing mail.

Receives and handles the building use request forms; manages the building use calendar.

Replenishes paper supplies, as needed. Assists with mailings with tasks such as making copies, stuffing envelopes, and affixing postage. Prints sermons for mailings.

Performs a variety of tasks in support of staff, as needed.

**Relationships:** Is supervised by the Pastor and Church Administrator; works cooperatively with all staff.

**Qualifications:** Some college preferred. Experienced with Microsoft Office, including Word, Excel, PowerPoint and ability to work with graphics. Similar experience working in church setting or for a non-profit. Must exhibit ability to act discreetly and with confidentiality. Attention to detail and excellent proofreading skills required.

**Selection:** Persons in authorized non-elected position shall be employed by the Personnel Committee upon recommendation of the pastor after consultation with the relevant supervisor.

August 9, 2020 (combined Assistant to Pastor and Office Receptionist jobs)  
November 17, 2020 (added Selection from Bylaws amended 3/17/19)  
October 15, 2022 (updated)