



Seaford Baptist Church Administrative Assistant (Part-Time) Staff Position Description

Part I – General Information

1. **Duty Title:** Administrative Assistant (Part-Time)
2. **Position Established:** June 1999
3. **Position Updated:** May 2019
4. **Hours:** 22 hours per week (3 days per week)
5. **Wage:** \$13,728 per year

Part II – Supplemental Information

1. **General Description:** The Administrative Assistant is a member of the administrative staff and is selected by the Personnel Committee to serve for an unspecified period of time. He/She will perform the daily, weekly and monthly administrative office and senior staff support functions, as assigned. Assists and supports the Office Manager in all administrative functions. The Administrative Assistant works under the supervision of the Office Manager.
2. **Qualifications:**
 - a. Must be a mature Christian with a Christ-like attitude, impeccable integrity, and ability to maintain the highest level of confidentiality, performing all work “as unto the Lord.”
 - b. Must possess knowledge and at least two years experience in office administration.
 - c. Must possess computer operations skills and be proficient in all Microsoft Office applications and database operations.
 - d. Candidate should be self-motivated with a teaming approach, and able to work with minimal supervision.
 - e. Candidate should possess a high understanding of church administrative functions, and an ability to be flexible with a willingness and excitement over an ever growing and challenging ministry.
 - f. Candidate should maintain a high level of accuracy and attention to detail.

Part III – Duties and Responsibilities

1. Accomplish all tasks per the assigned task list. Be responsible and dependable to fulfill all scheduled hours informing the Office Manager of needed schedule changes with as much notice as possible.



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2. It is intended to maximize each individual's God-given talents, gifts and abilities when making support and task assignments. It is the incumbent's responsibility to communicate any support or task assignment concerns to the Office Manager. Every attempt will be made to resolve such concerns. Any additions or deletions to the support and task assignments will be reviewed and approved by the Office Manager.
3. The Office Manager may assign other duties as appropriate.

Part IV – Work Relationships

1. Performs under the general supervision of the Office Manager.
2. Thankfully assists pastors, ministry leaders and visitors to the office in attitude and through helping with any tasks that may be requested.

Part V – Task List

1. Receptionist Duties

- a. First point of contact in office
- b. Answer phones
- c. Greet visitors
- d. Check general voicemail box and distribute messages as necessary
- e. Collect and distribute mail
- f. Contact point for benevolence calls

2. Communications

- a. Assist with weekly prayer list, monthly newsletter and bulletin
- b. Assist with weekly church email and entering/updating bible study attendance
- c. Notify Church Council of upcoming meetings
- d. Assist with proofreading, large printing jobs and mailings
- e. Update the website with the most current bulletins, events and podcasts

3. Other

- a. Assist with church and facility calendar
- b. Assist with ordering office and janitorial supplies
- c. Prepare baptism and child dedication certificates
- d. Complete background checks for volunteers
- e. Distribute Bible Study roll folders, bulletins and other items in preparation for Sunday
- f. Update offering envelope orders