

POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT (Part-time)

CALVARY BAPTIST CHURCH, NEWARK, DE

PURPOSE: The Administrative Assistant performs office support activities for the Senior Pastor, Associate Pastor, Staff, Board Chairs and the congregation.

HOURS OF EMPLOYMENT: 16 hours per week, 8:30am-12:30pm, Tuesday – Friday

STARTING WAGE: \$14/hour. Paid time off and holidays are offered.

QUALIFICATIONS/SKILLS:

1. High School diploma and additional education or experience commensurate with skills required to work in a professional office environment.
2. Demonstrated proficiency in computer skills including Microsoft Office as well as internet research abilities and website maintenance.
3. Strong communication skills, both oral and written; ability to communicate verbally and to disseminate information electronically and in print.
4. Demonstrated ability to work independently and with a team as well as the ability to accurately accomplish stated goals and objectives in a timely manner.
5. Ability to maintain confidentiality of various church records and activities, as applicable. The Administrative Assistant will be required to sign a confidentiality letter prior to employment.
6. The Administrative Assistant shall not be a member of Calvary Baptist Church.

RESPONSIBILITIES – The Administrative Assistant shall be responsible for the following general tasks:

1. Providing a welcoming atmosphere demonstrated by interactions with all visitors and members in person, by telephone and electronically.
2. Typing, printing and distributing correspondence
3. Maintaining the church website
4. Publishing the church newsletter
5. Maintaining official church calendar of events.
6. Maintaining an email directory of members and friends. Preserves the confidentiality of all personal print and email address information.
7. Developing creative materials for special church projects.
8. Coordinates miscellaneous activities including purchasing/ordering office supplies and scheduling equipment/facility maintenance records and visits.
9. Training volunteers to provide office coverage during any planned absences.
10. Performing other duties as assigned.

ACCOUNTABILITY:

1. Under the supervisory direction of the Senior Pastor and in the absence of the Senior Pastor, be accountable to the Associate Pastor and/or the Chair of the Diaconate.
2. The Diaconate Board, with the Senior Pastor, will provide at least an annual assessment of his/her development. This will be undertaken as a discussion of strengths and weaknesses, evaluation of working relationships and job performance between the Diaconate and the Administrative Assistant with strong consideration given to the feedback of the Senior and Associate Pastors.
3. Plan with the Senior Pastor and Chair of the Diaconate time off as outlined in the employee contract.
4. The Administrative Assistant will sign a code of conduct document that covers certain expectations as well as a grievance policy.

COMPENSATION: The Administrative Assistant's compensation shall be reviewed annually by the Diaconate Board and the Senior Pastor.

INQUIRIES: Submit resume and letter of interest to:

Pastor Corey Fields
Calvary Baptist Church
215 E. Delaware Ave.
Newark, DE 19711

Or by email: corey@calvarybaptistnewark.org