

CORNERSTONE MISSIONARY BAPTIST CHURCH

Job Description

Job title: Office Assistant

Reports to and takes direction from the Executive Minister/Church Administrator

Position Summary:

To support pastoral staff, the church administrator, and the ministries of the church in facilitating the vision of the church, to achieve the church mission and objectives.

Education & Experience

- Associate degree (preferred).
- High School Diploma or equivalent.
- 2-4 years of administrative or comparable experience.

Knowledge, Skills and Abilities

Knowledge of:

- Computer hardware and software to include Microsoft Office, Adobe, and church management software (ACS).
- Family Life Center booking coordination and facility tours.
- CMBC meeting room scheduling.

Skilled in:

- Communicating and interpreting information for correspondence.
- Prioritizing and organizing information with attention to detail.
- Multi-tasking.

Ability to:

- Organize and distribute information.
- Take directives and follow through with details.
- Maintain confidentiality of personal information of the congregation and staff.
- Operate office equipment to include copier, fax, telephone and scanner.

Duties & Responsibilities

Weekly or as often as needed with changing needs of Church operations.

- Provides backup for entering worship and Sunday school attendance in membership software.
- Prepares visitor reports and letters and notifies visitation committee, as requested.
- Notifies the Senior Pastor and church leadership in times of discipleship births, weddings, hospitalization, and demise.
- Provides the first level of response in facilitating inquiries and applications for use of the Family Life Center (FLC).
- Coordinates with Church Sexton and Family Life Center On-site Coordinator usage of Church facilities.
- Prepares staff meeting agendas upon approval of Administrator.
- Assists with ministry meeting preparation through production of documents, handouts, reports, meals, reminders, and the recording of meeting minutes as requested.
- Assists the Executive Assistant with administrative duties for the Senior Pastor as required.
- Serves as backup for ACS data entry to include posting contributions, income, and vendor payments (via check or auto payments).

Miscellaneous Duties:

- Takes initiative for new and special projects as requested.
- Represents the Senior Pastor in dealing with members of the congregation, other churches, and the community at large.