

Updated January 6, 2020

## Job Opportunity for Administrative Assistant

Rosemont Baptist Church of Niceville seeks to fill the **Administrative Assistant position**. This part time position is multidisciplinary in nature. All qualified applicants will be considered for this position.

**TO APPLY:** Interested candidates should electronically submit their resume (3 pages at most see example below) via email to [secretary@rbcniceville.org](mailto:secretary@rbcniceville.org). Resumes should describe experience related to the duty requirements listed below to include any prior related experience. Candidate must be an active member of another Baptist or likeminded evangelical church, in good standing. Please list your Pastor as one of your references.

Individuals must be able pass background investigations and be capable of being bonded for consideration of being placed into the position. For additional information or technical questions on this position, please contact Pastor Doug Fannon, Phone: (850) 678-1611, email: [Pastor@RBCNiceville.org](mailto:Pastor@RBCNiceville.org)

In the body of the e-mail, please be sure to include your name, current position (if any), phone number, and e-mail address. \*You must include in the **subject line** of your email "**RBCN Admin Assistant**".

**GENERAL POSITION DUTIES:** Serves as the administrative assistant for the church. Utilizes (*organizational skills, computer skills, administrative abilities, problem solving skills*) knowledge in providing office support for the Ministerial staff and Church Ministries. Position is directly responsible for handling all church office tasks and ensuring needs of the Ministers and members are met. Detailed Position description available upon request.

## **Position Description for Administrative Assistant**

The Administrative Assistant is expected to be able to efficiently perform all duties listed below with minimal direction. The administrative assistant will take their direction from the senior pastor who serves in the daily supervisory role for the position. Issues and changes to policy or disciplinary action up to and including firing will be handled by the personnel committee.

- **General Qualifications:**
  - Positive and Pleasing personality
    - ability to work well with others
  - Trainable
  - Prior Church office experience preferred.
  - Computer literate (PC)
    - proficiency in Microsoft Office Suite
    - employee will also be asked to learn financial and membership software
    - keep church website up to date
      - Minor edits, additions, corrections
    - Operate computers and other office equipment
  - Knowledge about Southern Baptist ministries and programs helpful
  - Must be an active member of another Baptist or likeminded evangelical church, in good standing.
    - Please list your Pastor as one of your references.
  - Demonstrate Biblical ethics and morals in everyday life, consistent with published beliefs and doctrine of Southern Baptist Convention.

### **Position Duties**

- **Receptionist Duties:**
  - Answer telephone
  - Make appointments and keep Ministerial Calendars
  - Assist visitors and callers.
  - Open, sort and distribute mail.
- **Administrative duties:**
  - Prepare correspondence and other material as required.
  - Maintain the central church filing system.
  - Maintain organizational calendar.
    - Assist in the arrangement of church functions.
    - Post notices of all events, fellowships, special ministries, meetings, etc.
  - Create Weekly worship bulletin(s)
    - Gather information each week for Wend Night and Sunday
    - Organize, create and publish by appropriate time each week.
      - Before Noon Wend (Wend Night Bulleting)
      - By Close of Business Friday (Sunday Bulletin)

## Updated January 6, 2020

- Prepare newspaper ads and/or flyers for Church events as directed by Pastors.
- As time permits provide similar support to other staff members
  - requested support should not be prioritized over Pastoral Support
  - If time management is an issue senior pastor has final decision
- Provide copying service assistance for church members as time permits
  - (office hours only)
- Arrange for maintenance of equipment when needed.
- Assist with compiling and ordering Supplies as needed
  - office supplies
  - Sunday School supplies
  - Special Event Needs
- Recruit, train and supervise volunteer and paid temporary office workers as needed
  
- **Official Records Keeping:**
  - Church membership records as required
    - Telephone and address roster of members
    - Publish updated list quarterly
  - Church financial giving records.
    - Updated Weekly with report to finance committee
    - Generate and print Yearly giving summary to members
  - Ensure any correspondence of a critical nature is handed off in a positive manner
    - Bills to finance deacon/treasurer
    - Tax information to Pastor/Deacon Chairman
    - Legal Notifications Pastor/Deacon Chairman
    - etc.
  - Organize, publish and email monthly church calendar
    - Collect information from ministry leaders.
    - Publish monthly nursery schedule.
  - Maintain birthday list and mail out birthday cards each month
  
- **Special Duties:**
  - **Prayer Chain**
    - Maintain and update the prayer chain as needed
    - Notify the Pastoral staff and Deacon Chairman as soon as practicable in most efficient manner of all hospitalizations, deaths or other urgent situations that involve any member of the Church or their families
    - Notify the Prayer Chain Chairman of issue so they can start prayer chain
      - Must be able to follow through, if unable to reach the Chairman.

Updated January 6, 2020

## Pay and Work Schedule

- 18 -20 Hours a week
  - Lunch is unpaid and of length 1 hour between 11:00am and 1:00PM
  - Schedule Flexible to some extent
    - Example: 6 hours a day M,W,F, 9-4
    - Example 4 hours a day M-F 8-12
- Pay will be determined Based on experience
  - pay would start at \$9.00/hr and go up if experience supports higher wage
- There is a 90 day probationary period.
  - During this probation period either RBCN or the Employee may terminate the relationship with no notice. Any hours worked will be paid and no further fiscal or personal obligations will remain.
  - No accumulation of PTO will occur during probation
- Personal-Time-Off (PTO):
  - PTO can be used for any reason the employee desires.
  - PTO can only be used when earned
    - There will be no advancement of PTO
    - Absences without PTO will be unpaid
    - PTO time does not carry over into the next calendar year it is use it or lose it
  - Up to 3 days a year (1 work week) of PTO
  - 0-3 years PTO will accrue at rate of  $\frac{1}{4}$  day a month of PTO
    - this is equivalent to 1 work week / year of vacation time
  - After 3 years, PTO will accrue at  $\frac{1}{2}$  day per month
    - this is equivalent to 2 work weeks /year of vacation time
  - At the discretion of the Personnel committee additional days can be granted for exceptional performance or yearly bonuses.
- Paid holidays
  - Church Observes all Federal Holidays
  - if holiday falls on normally scheduled work day employee is not charged PTO
  - if church declares office closed on normally scheduled work day employee is not charged PTO

Updated January 6, 2020

SAMPLE RESUME  
(Limit 3 pages)

**NAME:**

(current contact information)

**Address**

**Home and/or cell phone**

**E-Mail Address:**

**SUMMARY OF SKILLS** (Brief summary of background)

**EXPERIENCE** (Show inclusive dates, position title, location, supervisor, etc. Brief description of duties and 3-4 specific accomplishments for each position held. Experience greater than 4 years old may be summarized. Start with current or last position)

(Example) 12 October 2012- 12 October 2018, secretary, First Baptist Church Kalamazoo MI. Sam Jones (937) 255-xxxx. Provided support for a 4-person team responsible for all aspects of church office support.

**EDUCATION** (List education from latest to earliest, with graduation dates and place attended)

Bachelor of Arts, 1988, Business Administration, Correspondence Coursework  
High School Diploma, 1987, Niceville High School

**SPECIALIZED SKILLS**

MS Office Product  
Church Registry Programs  
Financial Software

**LICENSES/CERTIFICATES**

MS Office Training Basic

**AWARDS**

Performance Awards: 1992

**REFERENCES**

Please list your references. **One must be your current or last pastor**

Pastor John Doe, First Baptist Church of Kalamazo, (XXX) XXX-XXXX, JD@FBCK.org