

SHILOH BAPTIST CHURCH
745 Park Avenue Norfolk, Virginia 23504
Church Office (757) 625-4367 Church Fax (757) 640-7729
Shiloh_baptist@verizon.net

POSITION TITLE: CHURCH SECRETARY

The Church Secretary is primarily responsible for performing the day-to-day clerical functions of the church. Under the supervision of the Pastor, the Secretary performs all clerical and specific office tasks. The Secretary will serve as the first point of contact for the church, answer the telephone and take messages for the Pastor and other staff, receive visitors and guests, prepare and distribute written correspondence, process mail, organize and maintain office files, assist the Pastor with scheduling and the church event calendar, order and maintain office supplies and equipment. This position is approximately 30 hours per week.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

High school diploma is required. Must have sound aptitude in written and oral communications, exhibit professionalism in all interactions, be detailed oriented and a team player, possess strong organization skills, and be familiar with church operations. Must be proficient in computer applications: MS Windows, Word, Excel, PowerPoint, Publisher and Outlook.

Submit Resume to:

Shiloh Baptist Church
Attention: Search Committee
745 Park Avenue
Norfolk, VA 23504
E-mail: shiloh_baptist@verizon.net
Access application at: www.welcometoshiloh.com