

SHILOH BAPTIST CHURCH
745 Park Avenue Norfolk, Virginia 23504
Church Office (757) 625-4367 Church Fax (757) 640-7729
office@shiloh.hrcoxmail.com

POSITION TITLE: ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES:

The Administrative Assistant is primarily responsible for performing the day-to-day clerical functions of the church. Under the supervision of the Pastor, the Administrative Assistant performs all clerical and specific office tasks, including but not limited to; answer the telephone and take messages for the Pastor and other staff; greet visitors and guests; prepare and distribute written correspondence; receive and process mail; ensure that office files are kept in an accurate manner; assist the Pastor in maintaining his schedule and church calendar of events; order and maintain office supplies; and ensure that office equipment is cleaned and functioning properly.

JOB RESPONSIBILITY AND DUTIES:

- Greet and assist all visitors, guests or members entering the building during working hours.
- Answer telephones and direct calls or record messages for appropriate personnel.
- Receive and prepare mail for distribution to appropriate staff/board/committee
- Gather information and prepare Bulletin for Sunday Worship Service and other special services as requested
- Assist the Pastor in maintaining his schedule and the church calendar of events
- Prepare written correspondence as requested by the pastor or his designee.
- Maintain office files in an organized and professional manner and prepare filing system directions for other users. Keep records of baptisms, dedications, memberships, weddings, deaths, special events, etc. as deemed necessary
- Establish and maintain a database of pertinent information on members and church ministries and organizations.
- Prepare new members packets
- Provide assistance to Church ministries when requested.
- Inventory and maintain office supplies
- Maintain all office equipment and immediately notify supervisor of any malfunction or maintenance need.
- Perform other related duties as necessary or assigned by the Pastor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a pleasant demeanor, be cordial, and exhibit professionalism in appearance, work ethic and accountability
- Strong aptitude in written and oral communications is essential
- Have a pleasant demeanor, be cordial and exhibit professionalism in all interactions with the Pastor, members, visitors and all outside entities
- Must be detailed oriented, deadline-aware and have the ability to perform well under pressure
- Must possess strong computer skills. Should be familiar with MS Windows, Word, Excel, Access, PowerPoint, Publisher and Outlook
- Must be proficient in the operation of basis office equipment
- Be a self-starter with the ability to work independently with minimal supervision

ACCEPTABLE EXPERIENCE AND TRAINING:

- High School Diploma required, with at least 2 years of clerical office experience.
- Familiarity with church operations is highly desirable

SPECIAL REQUIREMENTS:

- Standard work days are Monday through Friday, but must be flexible to work on some Saturdays or Sundays if required.

***SHILOH BAPTIST CHURCH RESERVES THE RIGHT TO CLOSE OR
WITHDRAW THIS POSITION AT ANY TIME***

**ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD
TO RACE, RELIGION, SEX, AGE, COLOR, DISABILITY OR NATIONAL
ORIGIN**