

Chestnut Hill Baptist Church
5225 Fort Ave.
Lynchburg, VA 24502

Job Description for Administrative Assistant

Schedule:

This hourly position requires a person that will work flexible hours. Generally, the hours will be Monday thru Thursday (8:30am to 4:30pm) and Friday (8:30am to 2:00pm). This position requires 35 hours per week.

Salary:

Based on qualifications the starting salary of \$13.50 - \$14.00 per hour.

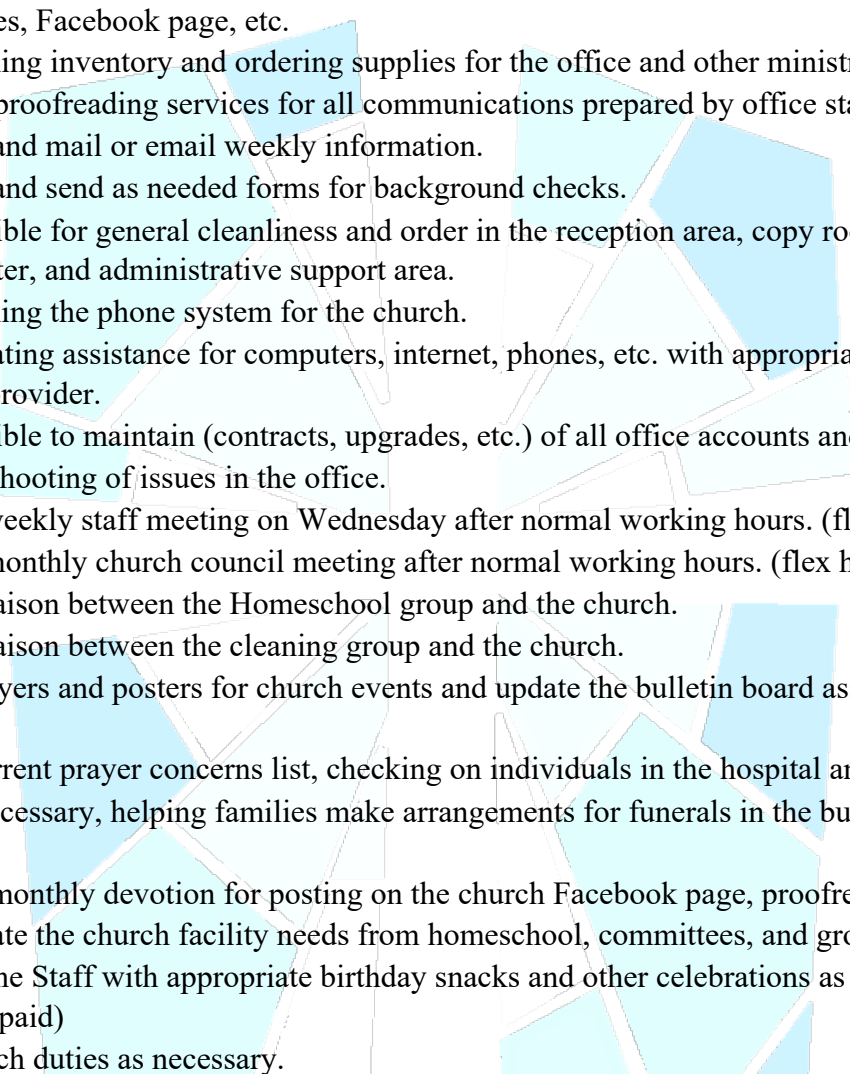
Qualifications:

- Must be a committed follower of Jesus Christ and be active in a local church.
- Needs to work under pressure with upcoming deadlines.
- Have exceptional time management skills.
- Excellent communication skills.
- Ability to discern and adapt to various environments, backgrounds, and personalities.
- Have the ability to prioritize and perform multiple diverse tasks among interruptions.
- Be proficient in Microsoft Office (Word, Excel, Publisher, PowerPoint, etc.)
- Have a working knowledge of computers and technology which will be helpful when coordinating with IT providers.

General Duties:

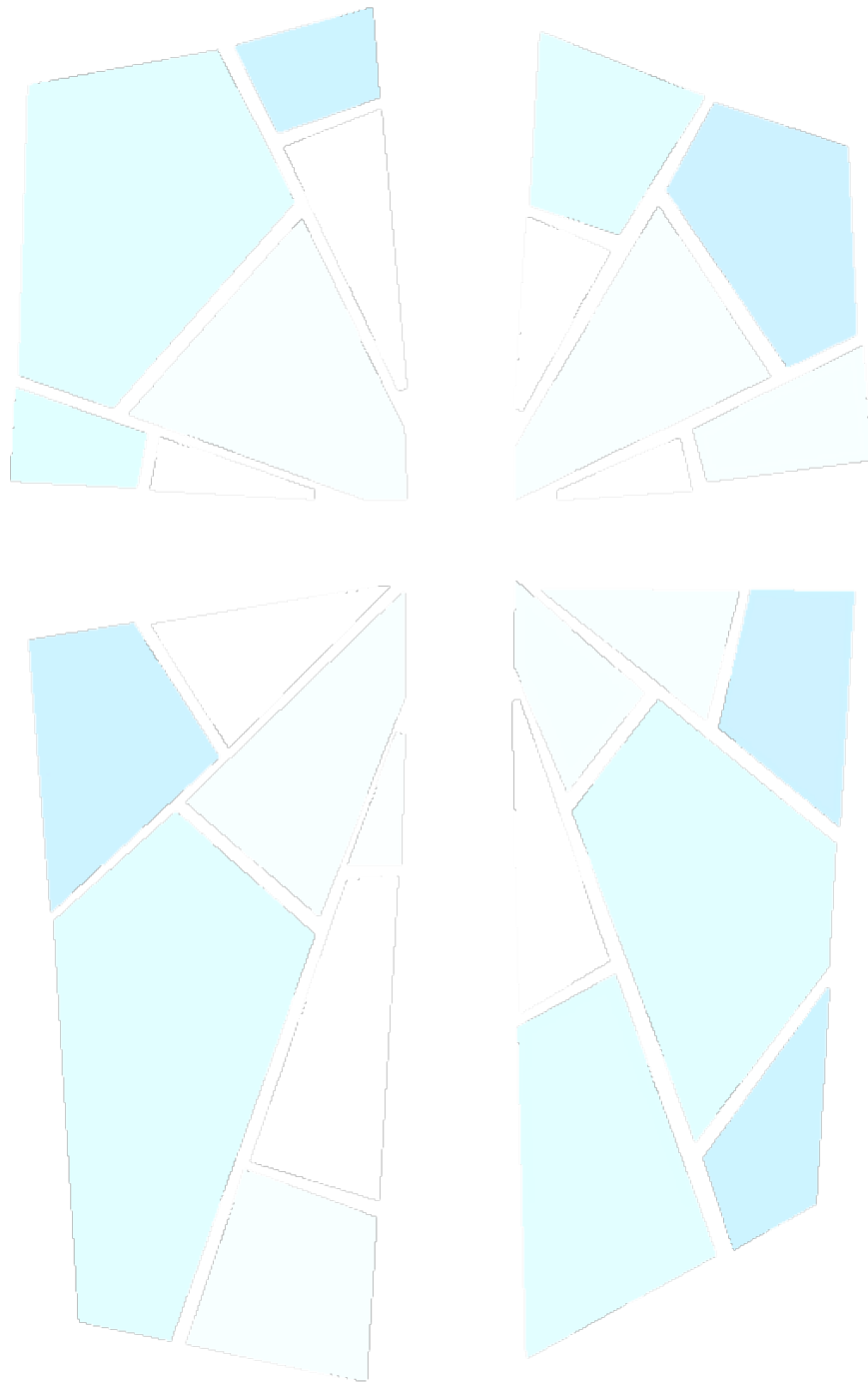
The Administrative Assistant coordinates all office administrative services for the staff and congregation and supports the ministry of Chestnut Hill Baptist Church while maintaining confidentiality. The Administrative Assistant serves all staff but reports directly to the Senior Pastor.

- Serving as receptionist by greeting visitors, receiving and dispatching incoming calls and messages.
- Coordinating the completion of all office tasks and assignments in a thorough and timely manner.
- Notify staff, officers and committee chairpersons of due dates of reports, evaluations and nomination lists requested by the Church constitution and by-laws.
- Managing projects and producing items for the church staff, ministries and events.
- Maintaining and organizing all church email databases, files and calendars and sharing information as necessary.
- Should maintain all office equipment and machines.
- Need to facilitate excellent communication between office staff, ministry leaders, congregation, etc.
- Assist the Church Treasurer in various ways including depositing money, filing, preparing and mailing checks, credit card statement reconciliation, tax exempt forms to send to vendors, etc.

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- Prepare all church publications including bulletin, church newsletter, church directory, update web pages, Facebook page, etc.
 - Maintaining inventory and ordering supplies for the office and other ministries.
 - Provide proofreading services for all communications prepared by office staff.
 - Prepare and mail or email weekly information.
 - Prepare and send as needed forms for background checks.
 - Responsible for general cleanliness and order in the reception area, copy room, supply closets, mail center, and administrative support area.
 - Maintaining the phone system for the church.
 - Coordinating assistance for computers, internet, phones, etc. with appropriate service/provider.
 - Responsible to maintain (contracts, upgrades, etc.) of all office accounts and software.
 - Troubleshooting of issues in the office.
 - Attend weekly staff meeting on Wednesday after normal working hours. (flex hours a viable)
 - Attend monthly church council meeting after normal working hours. (flex hours a viable)
 - Act as liaison between the Homeschool group and the church.
 - Act as liaison between the cleaning group and the church.
 - Create flyers and posters for church events and update the bulletin board assigned to the office.
 - Keep current prayer concerns list, checking on individuals in the hospital and nursing homes.
 - When necessary, helping families make arrangements for funerals in the building, and sending flowers.
 - Write a monthly devotion for posting on the church Facebook page, proofread others.
 - Coordinate the church facility needs from homeschool, committees, and groups.
 - Supply the Staff with appropriate birthday snacks and other celebrations as warranted. (Church paid)
 - Other such duties as necessary.

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