

# CANADIAN BAPTISTS OF ATLANTIC CANADA

## Ministry Opening

### CHURCH

#### **Sunny Brae Baptist Church**

85 Elmwood Drive, Moncton, NB, New Brunswick

<https://www.sunnybraebaptist.com/>

### MINISTRY POSITION

Administrative Assistant

### AVG SUNDAY ATTENDANCE

200 or above

### FULL TIME / PART TIME

Part Time

### POSITION DESCRIPTION

This position is responsible for providing administrative support and care in order to ensure that services are provided in a confidential, effective and timely manner. Attend to visitors and deal with inquiries, phone, face-to-face, email, website and Social Media.

### Responsibilities:

- Ensuring all duties of the receptionist and administrator are fulfilled.
- This position is the communication hub of the Church and is responsible for:
  - Updating TV's, Facebook (and all Social Media) and website, ensuring all social media platforms are streamlined.
  - Maintaining daily interactions with Facebook, Instagram, Twitter, etc.
- Greet and direct persons entering the Church.
- Receive, direct and relay incoming calls and messages.
- Ensure knowledge of staff movements and schedules, when possible.
- Provide general administrative and clerical support to the Pastor(s), staff and congregation.
- Memorials and donations as required.
- Ordering office supplies, toner, preparing outgoing mail for pick up or courier.

- Organize and maintain an orderly reception area, while maintaining discretion with the desk.
- Prepare weekly e-bulletins.
- Communicate upcoming events and help organize and special events, as needed.
- All duties of Church clerk

**POSITION CLOSING:**

Flexible: open for applications until the position is filled

**SEND RESUME / CV TO:**

[sunnyb@rogers.com](mailto:sunnyb@rogers.com)



**Ministry Profile**  
**Administrative Assistant**  
**Sunny Brae Baptist Church**

**Description:**

This position is responsible for providing administrative support and care in order to ensure that services are provided in a confidential, effective and timely manner. Attend to visitors and deal with inquiries, phone, face-to-face, email, website and Social Media.

**Objectives:**

1. Key responsibilities: Receptionist, administrator and communication hub.
2. Trustworthy, teachable and main point of contact for the Pastor(s) and Church among the congregation and community.

**Responsibilities:**

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## **Qualifications:**

- Excellent time management skills
- Christ-follower
- Ability to multitask
- Ability to meet deadlines
- Initiative/Self-motivated
- Professional appearance
- Able to deal with conflict and issue a resolve for all parties
- Analytical decision making
- Strong organizational skills
- Attention to detail
- Reliable
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications
- Positive and caring attitude
- High School Diploma required

## **Spiritual Gifts:**

- Leadership, Administration, Encouragement, Wisdom, Etc.

## **Hours/Vacation:**

- This position is a permanent, part-time position, with an expectation of 20 hours/week. These 20 hours are 4 hours a day from Monday to Friday.
- Expected to work a few evenings for meetings/month: Leadership Team, Annual, Semi-Annual and Special Business Meetings. (Included in 20 hours).
- This position has two weeks of paid vacation. After three years of employment, the paid vacation increases to three weeks. Vacation is to be approved by the Lead Pastor and must be submitted, at least, two months in advance.
- Any additional time over and above vacation is unpaid time and is to be approved by the Lead Pastor.

**Sunny Brae Baptist Church, 85 Elmwood Drive, Moncton, NB E1A 3W8  
Phone: 506-856-9708**

**If you would like to apply, please send your resume to [sunnyb@rogers.com](mailto:sunnyb@rogers.com)**