

CANADIAN BAPTISTS OF ATLANTIC CANADA
Ministry Opening

CHURCH / MINISTRY ORGANIZATION

First Baptist Church, Moncton, NB
157 Queen Street
Moncton, New Brunswick
E1C 1K9
<https://www.firstmoncton.com/>

AVERAGE SUNDAY ATTENDANCE

200 or above

POSITION DESCRIPTION

CLOSING DATE

Flexible: open for applications until the position is filled

SEND RESUME / CV TO

search@firstmoncton.com

PART TIME NON-PASTORAL POSITION

**ADMINISTRATIVE
ASSISTANT**

REQUESTED CREDENTIALS

Open to various credentials

ADMINISTRATIVE ASSISTANT

HOURS:

Part-time support position (15 hours/week).

REPORTS TO:

Director of Connections Ministries

GENERAL SUMMARY OF POSITION:

The Administrative Assistant will be responsible for performing weekly tasks as assigned by the Director of Connections Ministries. In this role, the Administrative Assistant will:

- Greet folks who come into the church in a friendly and professional manner.
- Respond to emails, phone calls, and other forms of communication.
- Send out assigned communications to individuals, groups, and the congregation.
- Work on assigned computer projects such as bulletins, prayer sheets, church-wide letters, and Advance booklets.
- Attend and participate in staff meetings as requested.
- Perform other duties as assigned by the Director of Connections Ministries.

PRIMARY RESPONSIBILITIES:

- **Serve all members of the Ministry Staff in a positive team atmosphere as directed by the Senior Pastor.**
 - Assist the staff and others in the promotion of church events.
 - Assist in the design and development of promotional materials.
- **Be responsible for daily administration of the church office.**
 - Manage work hours effectively to be able to accommodate unexpected interruptions. Normal workweek includes 9:00am – 12:00pm, Monday to Friday.
 - Serve as the primary point of contact for all phone calls and visitors to the church during regular office hours, demonstrating courtesy, cheerfulness and respect.
 - Attend meetings as assigned by the Director of Connections Ministries, including staff meetings.
 - Maintain a neat, organized, and professional office.
 - Facilitate communication among staff, the Council, and ministry teams and committees.
 - Maintain an inventory of office supplies.
 - Maintain office equipment, including necessary repairs and supplies for equipment.
 - Maintain the petty cash fund in association with the church treasurer.
- **Be responsible for maintenance of church records including, but not limited to:**
 - Church filing system.
 - Church mailing list.
 - Records of church property bookings.
 - Hospital and prayer lists.

- **Be responsible for the preparation of special communication to the church membership**
 - Print and mail/email Easter, Anniversary, Thanksgiving and Christmas letters.
 - Prepare Deacons Contact letters.
 - Compile and print the Annual and Fall Business reports
 - Email church members and adherents regarding special events or news related to the Church.
- Other duties as assigned by the Director of Connections Ministries.

QUALIFICATIONS:

- Education and experience in office management and relating to the public.

KEY SKILLS AND COMPETENCIES:

- Previous work experience within an office setting.
- Knowledge of and ability to work with Microsoft Office Suite programs.
- Demonstrated administrative and organizational abilities.
- Ability to work within a team setting.

FINANCIAL RESPONSIBILITIES:

Working in a church environment requires working within budget frameworks. The incumbent will work within the approved budget in areas of oversight. This budget monitoring is required to ensure that over expenditures do not occur in the incumbent's areas of responsibility.

SECURITY CLEARANCE:

All staff are required to provide a current security clearance and to have a clear record.

SALARY:

The salary is negotiable based on education and demonstrated skills and experience.

SUPERVISOR'S STATEMENT:

This document accurately describes the duties and responsibilities of the Administrative Assistant. Objectives and anticipated results may change as church priorities and program emphases adjust to needs and requirements.

PROBATIONARY PERIOD:

The first six (6) consecutive months of the employee's employment under this agreement are agreed to constitute a period of probation during which time First Baptist shall have the opportunity to assess the suitability of the employee's performance and conduct formal and/or informal reviews. At any time

during the probationary period, First Baptist may terminate the employee's employment on the grounds of unsuitability, without providing any working notice or payment in lieu thereof.

This is a 3-year contract position with the possibility for renewal based on agreement of both parties involved.