



Part-Time Administrative Assistant Job Description

First Baptist Church of Norristown is looking for a candidate to expand our existing ministries by providing ongoing administrative assistant support to our Pastor and church office. We are an established, and growing, suburban American Baptist fellowship with average attendance of 80 people of all ages, on a mission of shepherding broken and messy people on life's journey with our Savior and Healer.

To apply, please send your cover letter and updated resume with references to pastorcgcoats@gmail.com and fbcnorr@verizon.net or to:

First Baptist Church of Norristown
445 Burnside Avenue
Norristown, PA 19403

Qualifications

- Love for Jesus evident in commitment to prayer, His Word, and His people
- In accordance with the vision, philosophy of ministry, and commitments of FBCN
- Commitment to absolute confidentiality of personal information of the congregation and staff
- Commitment to the vision of shepherding broken & messy people on life's Journey with our Savior and Healer
- Maintaining a cheerful, organized, friendly atmosphere for all who enter the office area, meeting the needs of guests, volunteers, and congregational members
- Ability to follow through with details efficiently and effectively, with minimal supervision and personal self-editing
- Knowledge of computer software including Word, Excel, Planning Center Online, and e-mail communication
- Associates degree, preferred; 5 years administrative assistant experience, preferred

Responsibilities

- Provide secretarial and office support as directed by the Pastor, including overseeing any such work done by volunteers. This includes, but is not limited to:
 - opening and distributing mail daily;
 - handling daily email and postal correspondence;
 - answering phones and checking messages;

- filing, copying, proof-reading, scheduling;
- keeping pews in sanctuary stocked with guest cards, pencils, envelopes, etc.;
- doing or overseeing the completion of errands, including going to the Post office, making small purchases, going to the bank, and making copies of keys, etc.
- Serve as host to visitors
- Establish and maintain our online database of members through Planning Center.
- Order office supplies, janitorial supplies, and ensure office equipment is functioning properly (computers, printers, etc.)
- Maintain office & copy room in an orderly manner
- Maintain and update church calendar
- Maintain and update weekly & monthly ministry volunteer schedules, sending email reminders
- Track baptisms, baby dedications, new members, deaths, etc. for our annual report. Ensure appropriate certificates are available and completed
- Process New Visitor cards (planning center, welcome letter, Pastor & Watchcare group)
- Assist various ministries and Nursery School with administrative functions as needed. Ordering supplies, contacting Property and Finance with any building issues, etc.
- Prepare and distribute ongoing and occasional communication such as, but not limited to:
 - Sunday worship service bulletins (2 copies in Spanish)
 - Bulletins for special services
 - Annual reports
 - All-church mailings
 - Event flyers and sign-up sheets
- Coordinate, prepare and edit information and articles for the Skylight newsletter for monthly publication and distribution to FBCN family and friends

Accountability

- Accountable to the Pastor; reviewed after 45 days and annually thereafter