

CAMPBELL RIVER BAPTIST CHURCH

POSITION TITLE: Administrative Assistant

POSITION SUMMARY:

Under the supervision of the Lead Pastor, the Administrative Assistant is responsible for providing reception and secretarial services to church staff, Board members, Ministries, contractors, and volunteers.

DUTIES:

1. Provide Receptionist and Office Services

- Welcome and assist visitors; answer phones, respond to emails, open doors; assist individuals/groups in locating rooms.
- Ensure office equipment is in good working order and available for use.
- Order office supplies (postage, paper, toner, etc.) as required.
- Order coffee and water bottles as needed.
- Provide housekeeping duties.
- Oversee material on church bulletin boards, notice boards, and welcome desk.
- Edits or writes church documents and correspondence as needed by the Lead Pastor.
- Assists with PowerPoint slides for the Lead Pastor

2. Provide Administrative Services

- Prepare Sunday morning bulletin, insert, and online newsletter.
- Prepare certificates for dedications, membership and baptisms and keeps records of these events.
- Coordinates Membership and Baptism classes with the Lead Pastor and Board Chair.
- Provide administrative support to pastors, directors and other ministry leaders as required.
- Update various documents as required (Google calendar, church directory, etc.).
- Coordinates ushers and greeters for Sunday morning services.
- Organizes and facilitates CRBC's email prayer chain ministry.
- Assists Facility Coordinator in setting up equipment for in-house and rental groups.
- Assists with benevolence requests and Soccer/Island Adventure Summer Camps
- Facilitates communication with both the pastor and family for funerals to plan a service.

3. Prepare Electronic Databases and Information Materials

- Maintain a list of people new to CRBC and ensure the assimilation process is followed by forwarding the contact info to the appropriate pastor.
- Develop and maintain the church database of members and adherents.
- Prepare brochures/postures for advertising special events and activities, prepare mail-outs.
- Prepare digital projection of pre-service announcements.
- Assist in updating of Church website, including posting the worship folder.
- Helps with social media

4. Other duties as assigned by the Lead Pastor