

Ebenezer Baptist Church

Administrative Assistant Job Description

Purpose Statement

The Administrative Assistant serves as a vital member of the church staff by providing administrative, clerical, communication, and financial support that contributes to the effective operation of the church and the fulfillment of its mission. This position helps maintain an organized, welcoming, and efficient church office environment.

Spiritual Qualifications

- Profess a personal faith in Jesus Christ and demonstrate a growing Christian walk.
- Support the mission, ministries, beliefs, and values of Ebenezer Baptist Church.
- Maintain active membership and faithful participation in a local evangelical church.

Accountability

The Administrative Assistant shall be employed upon recommendation of the Personnel Committee and approved in accordance with church policy. The Administrative Assistant serves under the direct supervision of the Senior Pastor in carrying out the day-to-day responsibilities of the position. The Personnel Committee shall provide personnel oversight, conduct periodic performance evaluations, and make recommendations regarding compensation, benefits, and other employment matters to the appropriate church body for approval.

Responsibilities

Administrative and Office Support

- Maintain regular office hours and provide a welcoming atmosphere for members, guests, and visitors. (Recommended Hours Monday-Thursday 8am-1pm)
- Answer and direct telephone calls, receive visitors, and assist with scheduling appointments for ministerial staff as needed.
- Prepare correspondence, reports, forms, and miscellaneous documents as requested.
- Maintain organized physical and digital files for church records, correspondence, reports, invoices, and other important documents.
- Scan, upload, and maintain electronic records utilizing approved church software and cloud-based systems, including Microsoft 365.
- Assist church committees and ministry leaders as needed.
- Perform other administrative duties as assigned by the Senior Pastor.

Communications and Publications

- Prepare, edit, and produce the weekly church bulletin and prayer list.
- Design, print, and distribute church publications, promotional materials, and ministry resources as requested.
- Coordinate printing needs and process incoming and outgoing mail.

- Maintain and update the church's website, social media platforms, and digital communication channels by posting approved announcements, events, ministry opportunities, sermon information, and promotional materials in a timely manner to support the church's communication and outreach efforts.

Office Management

- Maintain inventory of office supplies and order supplies as needed.
- Assist in implementing and maintaining an organized office filing and records management system to ensure continuity and accessibility of church information.
- Maintain familiarity and proficiency with Microsoft Office applications and QuickBooks software.
- Maintain confidentiality in matters involving church members, finances, and personnel.
- Work cooperatively with staff, church leaders, volunteers, and members of the congregation.

Financial Support Responsibilities

- Assist the Treasurer with administrative and clerical tasks related to church finances.
- Process financial transactions through QuickBooks with appropriate supporting documentation, including receipts and purchase orders.
- Scan and upload financial records for electronic storage and record retention.
- Verify weekly contributions recorded through Tithe.ly and reconcile them with QuickBooks, ensuring transactions are properly categorized.
- Notify the Treasurer of expenditures or transactions exceeding \$500, or other thresholds established by church policy.
- Prepare and print checks for approved bills, reimbursements, and other authorized expenditures in accordance with church policies.
- Meet quarterly with the Treasurer to provide bank statements, activity reports, and other information needed for accounting and tax preparation.

Advertisement

Ebenezer Baptist Church in Columbia, Alabama is looking for a part time Administrative Assistant. The Administrative Assistant serves as a vital member of the church staff by providing administrative, clerical, communication, and financial support that contributes to the effective operation of the church and the fulfillment of its mission. The Administrative Assistant must profess a personal faith in Jesus Christ and demonstrate a growing Christian walk. Support the mission, ministries, beliefs, and values of Ebenezer Baptist Church. Maintain active membership and faithful participation in a local evangelical church. This is a part time position working Monday through Thursday, 8am-1pm. Based on experience, this position will pay between \$14.50-\$15.50 per hour. We will except resumes through July 31. For more information a job description is posted on the church website www.ebenezercolumbia.com. Applicants can email resumes to Nancy Smith at: sunkist2255@gmail.com