ADMINISTRATIVE ASSISTANT
Pullen Memorial Baptist Church

**Function:** To maintain the pastor’s calendar and manage pastor’s e-mail; to provide administrative and organizational support to pastor, ministerial staff, church councils and committees by performing and organizing receptionist and administrative duties including receiving and providing information, answer office phones and direct calls, monitor visitors’ entrance into the church, greet and assist visitors.

**Duties and Responsibilities:**

Reviews and manages pastor’s emails, coordinates with pastor for appropriate response; maintains pastor’s calendar, including scheduling or rescheduling appointments.

Serves as receptionist for the church office including daily tasks such as opening the office, listening to phone messages and responding to requests; answering the phone and providing information; screening calls for staff and taking messages; controlling the locked doors at the back main entrance and at the green roof for entry of visitors and guests; responding to the buzzers at these two locked doors and providing information; assisting those seeking church help; greeting visitors; maintaining awareness of church calendar affecting the day’s activities; keeping track of staff in the building; and sorting and distributing mail.

Performs a variety of weekly, monthly, and periodic tasks such as transferring worship guide for archival purposes; printing sermon for booklets and mailings; proofreading, printing and mailing items such as large print sermons, newsletters and Sunday information sheets; printing the Sunday worship guides; recording Wednesday night dinner and worship attendance tally; proofreading information sheets; creating usher name tags.

Maintains office supplies and materials, replenishing paper supplies as needed; assists with mailings with tasks such as making copies, stuffing envelopes and affixing postage.

Performs a variety of tasks supporting other staff such as:

Assists the Church Administrator with tasks such as counting money collected for Wednesday night dinners and from Sunday Worship; sorting financial statements; sorting and rolling coins; and creating new vendor files.

Assists other staff in special or regular activities such as preparing children’s worship bags.

**Relationships:** Is supervised by the Pastor and Church Administrator; works cooperatively with all staff.

**Qualifications:** Some college preferred. Experienced with Microsoft Office, including Word, Excel, PowerPoint and ability to work with graphics. Similar experience working in church setting or for a non-profit. Must exhibit ability to act discreetly and with confidentiality. Attention to detail and excellent proofreading skills required.
Selection: Persons in authorized non-elected position shall be employed by the Personnel Committee upon recommendation of the pastor after consultation with the relevant supervisor.

August 9, 2020   (combined Assistant to Pastor and Office Receptionist jobs)  
November 17, 2020  (added Selection from Bylaws amended 3/17/19)