



LONGLEY
BAPTIST CHURCH
"Sharing Grace. Strengthening Community"

Administrative Assistant

Standards & Expectations

Longley Baptist Church

Administrative Assistant - Job Description

Hours: Monday-Friday 8:00am to 5:00 pm

Purpose: The Administrative Assistant is a person called to serve in the capacity and contributes to the efficient day-to day operations of the Senior Pastor and is responsible for oversight of the church's office. The Administrative Assistant will assist and support the Senior Pastor in the performance of his duties and responsibilities. The Administrative Assistant must also provide a welcoming, positive and confidential environment for all visitors of the church in addition to the church and its congregation.

Primary Duties and Responsibilities

The Administrative Assistant is required to perform a range of duties including, but not limited to:

Daily Responsibilities:

- Serves as a gatekeeper to the Senior Pastor, while ensuring people are served in a friendly Christ centered manner.
- Exhibit professionalism at all times, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability presented by a standard of excellence.
- Organize and maintain Senior Pastor's calendar, appointments, meetings, engagements, etc.
- Provides Senior Pastor with updated daily, weekly, monthly and yearly calendar dates.
- Handles all travel plans and preparation for speaking engagements.
- Aid and assist with meeting preparations such as handouts, meals, documents/reports, etc. for the Senior Pastor.
- Maintains various types of files, documents, reports, correspondence, etc. for the Senior Pastor.
- Performs administrative duties for the Senior Pastor such as review/draft documents/reports, correspondence and answer/respond/send phone or email messages on behalf of the Senior Pastor.
- Organize and manage the Senior Pastor's teaching and preaching materials.
- Represents the Senior Pastor in dealing with members of the congregation, other churches, and the community at large, as required.

Office Administration:

- Maintenance and organization of the church office area at all times.
- Record and ensure follow through for all information and assigned tasks.
- Research, edit and circulate information as required and provide administrative support.
- Pick up, distribution and dissemination of all mail and correspondence.
- Screening and routing all incoming calls.
- Keep accurate membership records.
- Schedule and attend church meetings in addition to recording minutes.
- Coordinate employee meetings and trainings.
- Maintain and update all standard forms and ministry literature.
- Other duties may be assigned as necessary.

Qualifications

The Administrative Assistant will demonstrate competence in the following areas:

Education:

- Degree preferred in business, communications, informational technology; or at least two years office management experience (*preferably in a church environment*)

Knowledge, Skills and Abilities:

- The ability to communicate effectively in English is required.
- Proficiency in the use of computer programs such as: Microsoft, Word, Excel, PowerPoint, Publisher, Outlook, Office Suite, Internet, etc.
- Proficient or basic knowledge of Desktop publishing, bulletin, flyer and brochure design
- Proficiency in the use of office equipment such as: Computers, Multiline Phone/Voice Messaging Systems, Fax, Photo Copier, etc.

Spiritual:

- Exercise discernment and wise judgment
- Gift of love and patience- (take gift assessment)

Leadership:

- Monitor the Senior Pastor's private time for prayer and reflection.
- Keeping an open dialogue with the Elders Council, and Executive Pastor and staff at all times.

Relationships:

- Maintain positive working relationships with others, both internally and externally.

Communication:

- Excellent oral and written communication skills.
- Ability to function effectively with appropriate authority as determined by Senior Pastor.
- Help facilitate timely communication between the Senior Pastor and Elders Council.
- Serves as a liaison between the Senior Pastor's office and community leaders and/or organizations.

Needs Assessment:

- Anticipate, understand, and respond to the needs of the Senior Pastor to meet his expectations.
- Take initiative for new and special projects as requested by the Senior Pastor.

Teamwork:

- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness.
- Ability to undertake self-directed tasks when necessary.
- Able to take directives from Senior Pastor regularly and perform directives with diligence.
- Must be able to multitask, a team player, dedicated and self-motivated.
- Willing to work evenings and weekends occasionally or as the need arises.

- Willing to travel occasionally as the need arises.

Organization:

- Excellent time management skills.
- Pays attention to detail.
- The capacity to prioritize by assessing situations to determine urgency.
- Ability to develop a work schedule, set goals, create/implement action plans and monitor progress towards goals; and ability to make clear, timely decisions.

Working Conditions

- The Administrative Assistant will work from the church office located at 9900 Geyer Springs Road in Little Rock, Arkansas.
- The Administrative Assistant will be entitled to two (2) weeks paid vacation per year and five (5) sick days per year. Occasional overtime may be required; compensation will be in the form of time off in lieu as negotiated with the Senior Pastor and the Elders Council.
- Salary: Starting salary is \$32,800 (Longley Baptist Church is an equal opportunity employer).
- Benefits: Limited Medical

Reports: Directly to the Senior Pastor. In absence of the Senior Pastor, reports to the Elders Council/Executive Pastor of Ministries