

Resumes submitted electronically to [FBInstitutionalLakeland@gmail.com](mailto:FBInstitutionalLakeland@gmail.com) and no phone calls please.

## **ADMINISTRATIVE ASSISTANT**

The administrative assistant is responsible for providing professional administrative support for the pastor.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Administrative assistant
<b>Accountable To</b>	Pastor
<b>Ministry Target</b>	Pastoral administration
<b>Position Is</b>	Paid staff
<b>Salary for desired position</b>	\$15/hr.
<b>Minimum Maturity Level</b>	Maturing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Proficient in media and social engagement • Experience in secretarial and administrative tasks • Computer literate and accurate typing, 55 + wpm • Good organizational skills • Detail oriented • Pleasant phone manner
<b>Best Personality Traits</b>	Dependable • Discreet • Friendly • Professional • Neat
<b>Passion For</b>	Providing administrative support to church pastor and managing an organized and efficient church office
<b>Length of Service Commitment</b>	Two years minimum

### **ANTICIPATED TIME COMMITMENTS**

1. **Doing ministry/preparing for ministry:** 16-20 hours a week
2. **Participating in meetings/training:** up to four hours a month

### **RESPONSIBILITIES/DUTIES**

1. Participate in staff planning meetings.

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2. Compose or transcribe correspondence for pastoral staff.
3. Keep accurate church records, including attendance, membership, baptismal, marriage, newsletter, special mailing lists, etc.
4. Use desktop-publishing software to prepare:
  - a. Church newsletter
  - b. Special flyers as needed
  - c. Bulletins
5. Make phone calls as directed by pastoral staff.
6. Order/maintain office and administrative supplies, including stamps or postage for postage meter.
7. Prepare and maintain annual reports, minutes from monthly business meetings and other special projects as directed by the pastor.
8. Maintain schedule of appointments for pastor.
9. Maintain master calendar of events.
10. Keep lists of hospitalized church members, special prayer requests, deaths, births and other important events. Mail cards from church as appropriate.
11. Must be proficient in media and social engagement: Facebook, Instagram, TIK-Tok, etc.