

Ministry Assistant

Job Opening

General Job Description

This individual is responsible for providing administrative and ministry related support to the staff of Emmanuel Baptist Church. These duties include but are not limited to: bookkeeping, systems development and maintenance, database maintenance, office supply purchasing, typing, filing, reception and telephone duties, and facilities scheduling.

Emmanuel Church is looking for a person who...

- loves Jesus and His mission
- is experienced
- is organized
- is friendly
- is familiar with how a church functions
- is competent on PC computers
- has an understanding of financial systems (i.e. Quickbooks, Church)

Key Competencies:

- planning and organizing
- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- service orientation
- teamwork

Duties and Responsibilities:

- Keep the church office and staff organized and moving forward
- Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone, route calls, and take messages
- Assist staff with administrative duties as requested
- Cooperate in the maintenance and/or modification of church administration systems
- Maintain accurate accounting of fees, donations and other revenue
- Assist with finances of the church by making deposits, tracking expenses, monitoring the budget, keeping the staff informed about spending and reporting to the Financial Team
- Assist with completion of necessary statistical reports as requested
- Develop and maintain church inventory systems
- Distribute incoming mail and prepare outgoing mail including bulk mail
- Maintain front desk area, keeping it clean and free from clutter
- Type and word process documents as needed
- Order office supplies and monitor inventory
- Update and maintain mailing lists
- Produce mailing labels and reports as requested
- Maintain appropriate interpersonal relationships with employees, peers, and consumers
- Facilitate special event registration and execution

EMMANUEL BAPTIST CHURCH

- Assist with various program operations as requested as responsibilities permit
- Create a warm and welcoming environment in the church office
- Communicate with volunteers in various ministry areas
- Other duties as assigned

Required Qualifications

- Associates degree or equivalent experience
- Bookkeeping--balance checking account
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Minimum two years clerical or administrative experience
- Typing skills with at least 40 WPM
- Knowledge of general office machines and telephone system
- Ability and willingness to work cooperatively with others
- High degree of discretion and integrity dealing with confidential information
- Ability and willingness to work some early mornings, evenings and weekend days
- Ability to travel for ministry related trips

Preferred Qualifications

- Proficiency with PC computers and church related software
- Experience creating and maintaining administrative and organizational systems
- Experience working for a non-profit organization
- Experience preparing print material and web-based content
- Familiarity working with people

Compensation

- Salary negotiable; 24-32 hours per week
- Group health insurance

Apply by

Resume and cover letter to Gordan Swain by August 17, 2020. E-mail secretary@ebchurchalexandria.org. By Mail to Emmanuel Baptist Church
3801 Buckman Road, Alexandria, VA 22309

May also contact Dolores Allen
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