

First Baptist Church – Administrative Assistant – Job Description

As part of the church staff, the position of Administrative Assistant at First Baptist Church (1627 Highland Ave., Jackson TN) serves in a support role to the ministry of the church. The person in this role will serve as a positive, professional first point of contact for members and guests visiting the church office and will provide effective, efficient support to church leadership and teamwork with church staff.

This is a full-time, hourly position, providing support weekly throughout the year. Workdays for this position are 8:30 a.m. to 4:30 p.m., Monday through Thursday, and 8:30 a.m. to 4:00 p.m. Friday. Each workday includes 30 minutes of unpaid break time. Benefits are provided.

Reports to: Church Administrator

Responsibilities (including, but not limited to these tasks):

- Greet and receive all church members and visitors who enter the church office, attending to their needs or directing them to the appropriate person(s).
- Answer and route all incoming telephone calls. Interact with those contacting the church through email.
- Provide administrative assistance to church pastors, church administrator, and other ministry staff as needed.
- Serve as the primary person to collect information needed by media/communications staff who maintain weekly/biweekly publications, social media, and website content.
- Provide media and communications support (such as producing flyers/posters, sending church-wide emails, creating forms, creating social-media posts, scheduling Sunday livestreams, etc.).
- Update and maintain church membership records, including recording weekly attendance for church ministries and updating class rolls. Run and disburse attendance reports as needed.
- Maintain the internal calendar and coordinate with pastors, staff, church members, and others who may need to use the church facilities. This includes reservations for church activities, including gym and field use.
- Help maintain reservations for church functions requiring reservation.
- Prepare and send ministry reminders and other church communication as necessary.
- Maintain the sanctuary flower list and order flowers as needed.
- Provide support for layout, proofing, printing, folding, and distribution of weekly orders of worship, children's worship bulletins, bulletin inserts, and monthly Evangel newsletters.
- Coordinate Wednesday meal promotions, sign-ups, and restaurant/caterer orders.
- Maintain the Wednesday night prayer list, both in print and email.
- Help visitors who are requesting benevolence assistance. Maintain benevolence database and food bags for those in need. Coordinate benevolence interviews with the deacon ministry team. Follow benevolence-request procedures, in coordination with the Pastor of Discipleship.
- Prepare Life Group literature order forms and records; place literature orders on a quarterly basis and coordinate/perform the delivery of literature and other items to classrooms.
- Order supplies as needed.
- Restock sanctuary supplies (such as visitor cards) and Welcome Center supplies.
- As needed, prepare reports and packets for Quarterly Business Meetings.
- Prepare yearly attendance tracking reports for the Tennessee Baptist Mission Board.
- Oversee the lost-and-found room.
- Perform other duties as assigned.

See page 2 for Qualifications

Qualifications & Skills:

- Christ follower
- Friendly professionalism when greeting, listening to, and speaking to people who visit the office
- Reliability, punctuality, integrity, discretion, patience
- Initiative to identify needs and solve problems proactively
- Attention to detail
- Ability to accomplish multiple tasks with strict deadlines
- Ability to work independently or with a team
- Proficiency with Microsoft Office (especially Word, Excel, Teams), Adobe InDesign (basic use), email, browser, and general computer use
- Ability to learn and use the church's telephone system
- Ability to learn and use relevant components of church-specific software (membership management, group communications, etc.)
- Ability to monitor security cameras, on an as-needed basis
- Ability to sit for extended periods
- Ability to move around the building, such as to deliver materials to classrooms on all three floors
- Ability to lift/carry/move objects up to 30 pounds
- The physical abilities described here represent essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Previous experience in a similar position and environment is preferred. Training will be provided for church-specific tasks, building on the administrative assistant's Qualifications & Skills.

The Administrative Assistant is not required to be a member of First Baptist Church. General employment expectations are included in the FBC Application for Employment. Details of employment are specified in the FBC Personnel Manual, which is given to each employee during the hiring process.