

## **Job Description – Executive Secretary**

### **Qualifications**

1. Proficient in Microsoft Office products and Google Calendar
2. College Degree required or at least job specific training or degree in this field
3. 5 years' experience working in related field
4. Verification of industry courses taken during the last 2 years
5. Able to type fluently.
6. Must be able to keep up with latest technology as it relates to today's business and social environment
7. Must be able to pass a background check with regards to criminal and credit worthiness as well as a valid North Carolina or South Carolina Driver License
8. Must be available to work full time hours
9. Job may require some travel, mostly local

### **Desirable skills**

1. Pleasant telephone voice
2. Familiarity with the ministries and functions of a Missionary Baptist Church
3. Experience in facilities management
4. Prior experience working in a church or community outreach environment
5. Ability to work in various graphics programs including photoshop and InDesign
6. Displays a Christian attitude
7. Strong interpersonal and communication skills
8. Ability to thrive under pressure and be adaptable

### **Essential job function – Responsibilities**

1. To attend to and complete timely, all directives as delegated by the pastor; noting that all task from the pastor supersede requests from all other church officers to include auxiliaries and/or church members
2. To carry out all activities that may or may not exceed the general day-to-day activities of this position as delineated by the Pastor.
3. Offer administrative support (limited to church business only) to the Pastor as well as other members or ministries within the church.
4. Maintain Pastor's schedule/calendar as well as the facilities
5. Maintain the operations and overall management of the Church facilities
6. Provide Church Leadership with an overview of daily operations and ensures compliance with operational and safety policy and procedures.
7. Inspection of the Church facilities and daily operations; Maintenance of a master schedule, project plans and monthly reports. Represent the church with community organizations and market facilities to external businesses and organizations.
8. Additional Responsibilities Include:
  - Maintain church calendar
  - Answer all incoming calls and taking necessary messages and/or actions as required
  - Schedule all events to be held on the church campus to include the sanctuary as well as other church facilities
  - Schedule maintenance repairs as requested
  - Maintenance of office supplies to include ordering and organizing as needed; maintaining records as it relates to the office need and usage; as needed for by the Pastor or other ministries - all materials, whether for the Pastor, member or ministry must be approved by the Pastor

- Create bulletins, monthly newsletter, reports, memos, letters, presentations, pamphlets, flyers, booklets, etc. or any materials as stated by the Pastor.
- Sort and distribute mail
- Obtain and research materials for information as needed or stated by the Pastor.
- Photocopy all materials as needed and requested.
- *Enter member contributions into system on a weekly basis. Will be asked to provide statements to members when requested.*
- Attend classes and/or any other training to remain current in all job related areas and any other training as delineated by the Pastor.
- Will work closely with the custodial staff and other church leaders and members as needed

#### Compensation

This is a full time position with a salary commensurate with experience, education, and the salaries for similar positions in other churches in the area.