

CANADIAN BAPTISTS OF ATLANTIC CANADA

Ministry Opening

CHURCH

Sunny Brae Baptist Church

85 Elmwood Drive, Moncton, New Brunswick

<https://www.sunnybraebaptist.com/>

MINISTRY POSITION

Administrative Assistant (Maternity Leave)

AVG SUNDAY ATTENDANCE

100-149

FULL TIME / PART TIME

Part Time

POSITION DESCRIPTION

This position is responsible for providing administrative support and care in order to ensure that services are provided in a confidential, effective and timely manner. Attend to visitors and deal with inquiries, phone, face-to-face, email, website and Social Media. This position will be temporary while our current Administrative Assistant is out on Maternity Leave.

POSITION CLOSING:

Flexible: open for applications until the position is filled

SEND RESUME / CV TO:

sunnyb@rogers.com





85 Elmwood Drive, Moncton, NB E1A 3W8
Phone: 506-856-9708
e-mail: sunnyb@rogers.com

Ministry Profile

Administrative Assistant

Sunny Brae Baptist Church

Description:

This position is responsible for providing administrative support and care in order to ensure that services are provided in a confidential, effective and timely manner. Attend to visitors and deal with inquiries, phone, face-to-face, email, website and Social Media.

Objectives:

1. Key responsibilities: Receptionist, administrator and communication hub.
2. Trustworthy, teachable and main point of contact for the Pastor(s) and Church among the congregation and community.

Responsibilities:

- Ensuring all duties of the receptionist and administrator are fulfilled.
- This position is the communication hub of the Church and is responsible for:
 - Updating TV's, Facebook (and all Social Media) and website, ensuring all social media platforms are streamlined.
 - Maintaining daily interactions with Facebook, Instagram, Twitter, etc.
- Greet and direct persons entering the Church.
- Receive, direct and relay incoming calls and messages.
- Ensure knowledge of staff movements and schedules, when possible.
- Provide general administrative and clerical support to the Pastor(s), staff and congregation.
- Memorials and donations as required.
- Administer benevolent fund under direction of the Pastor.
- Ordering office supplies, toner, prepare outgoing mail for pick up or courier.
- Organize and maintain an orderly reception area, while maintaining discretion with the desk.
- Prepare weekly bulletins.
- Communicate upcoming events and help organize and special events, as needed.
- First person to reach out to members who are away more than three weeks.
- All duties of Church clerk.



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Qualifications:

- Excellent time management skills
- Christ-follower
- Ability to multitask
- Ability to meet deadlines
- Initiative/Self-motivated
- Professional appearance
- Able to deal with conflict and issue a resolve for all parties
- Analytical decision making
- Strong organizational skills
- Attention to detail
- Reliable
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications
- Positive and caring attitude
- High School Diploma required

Spiritual Gifts:

- Leadership, Administration, Encouragement, Wisdom, Etc.

Hours/Vacation:

- This position is a permanent, part-time position, with an expectation of 20 hours/week.
- Expected to work a few evenings for meetings/month (Ministry Team, BOG, Annual, Semi-Annual and Special Business Meetings).
- This position has two weeks of paid vacation. After three years of employment, the paid vacation increases to three weeks. Vacation is to be approved by the Lead Pastor and must be submitted, at least, two months in advance.