

Church Secretary

First Baptist Church - Celeste, TX

\$12.00 - \$15.00 an hour – Salary dependent on experience

The Church Secretary is a part-time position, working a 28 hour per week schedule, responsible for the duties of church secretary. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver, self-motivated, friendly and organized. Assuring a steady completion of workload in a timely manner is key to success in this position.

Essential duties and responsibilities:

- Manage workflow, ensuring that deadlines are met and work is completed correctly
- Pick up, sort, deliver and coordinate incoming and or outgoing mailings
- Collect necessary pertinent information necessary special events and generate bulletins, memos, emails and reports
- Assume responsibility for maintenance of office equipment by checking inventory, ordering items and supplies, including computers, copy machines and fax machines
- Respond to questions and requests for information, answer incoming calls, check answering machines and assume other receptionist duties when needed
- Demonstrate commitment to Christian values and beliefs.

Related Responsibilities:

- Other duties as assigned by the Pastor as deemed necessary for the support of the Church.

Qualifications/Requirements:

- Solid verbal and written communication, logistical, organizational and relational skills
- Ability to handle confidential material is essential
- Proficient use of the computer, office and audiovisual equipment Windows 10, Microsoft Word, Excel, Power Point and Publisher
- Must be able to lift 25 pounds
- Must be at least 21 years of age (required by insurance)
- Applicant must pass all appropriate background checks

Statement of Release:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and required skills. Contents may be subject to change to meet the needs of the organization.

Job Type:

- Part-time – 28 hours per week

Experience:

- Secretarial: 1 year

Education:

- High school or equivalent

Language:

- English (Required)

Work authorization:

- United States (Required)

Equal Opportunity Statement

First Baptist Celeste Church employment policy is to provide equal employment opportunity for all qualified employees and applicants without regard to race, color, sex, age or national origin. The Church does however, reserve the right to employ persons who have a Christian background and philosophy of ministry and who, in the opinion of the Church, have a work history and lifestyle which is consistent with the Scriptural principles the church embrace