

**Position Title: Secretary/Administrative Assistant**

**Reports to: Senior Pastor**

**Hours: Approximately 20 hours a week**

**Qualifications:**

1. Must be a committed Christian and an active local church member whose testimony will represent Jesus Christ and Enon Baptist Church well.
2. Must demonstrate a kind, pleasant, and Christ-honoring attitude.
3. Must be able to honor confidentiality.
4. Must have good organizational skills.
5. Must possess good verbal and written communication skills.
6. Must be able to deal with various personality types professionally.
7. Must be able to perform general office duties under the supervision of the senior pastor and in cooperation with other staff.

**Responsibilities:**

1. Perform general office duties such as answering the phone, ordering supplies, sending out church correspondence, collecting mail, receiving deliveries, preparing and printing weekly bulletins and prayer guides, fielding requests for church records, keeping records, and assembling documents as needed.
2. Schedule building is used for events guided by church policy and manage reservation calendars for the family life center and transportation use.
3. Maintain membership database/records.
4. Inform the pastor and or staff regarding congregational needs, deaths, illnesses, and crises when made aware.
5. Oversee accounts and disbursement of funds in cooperation with the church treasurer.
6. Perform other duties as assigned by the pastor

**Experience:**

1. A minimum high school diploma is required.
2. Administrative/Secretarial experience preferred.
3. Experienced with QuickBooks (accounting/bookkeeping), proficient in the use of Microsoft Office Suite, office equipment, office management, and publication software, and a willingness to undergo further training as needed.

**Compensation:**

- A competitive hourly rate will be provided.

**Application:**

- Interested candidates should send a resume and contact information to [pastorben@enonbaptist.org](mailto:pastorben@enonbaptist.org)