

Ad for Job – Church Secretary/Administrative Assistant

Hours: 5 hours per day (25 hours per week) 9AM-2PM Monday-Friday

Pay Rate: \$16/hour = \$400/week

Overview:

- Must be a Christian and represent ZCBC
- Must demonstrate a love and concern for all people
- Must be pleasant, discreet, tactful, and honor confidential communications
- Must possess good telephone and communication skills and take messages
- Must be able to deal with various types of personalities in a professional manner
- Must perform general office work, under the supervision of the Pastor and cooperation with other staff
- Must be reliable & flexible
- Need computer skills (especially experience with Microsoft Office, including Word, Excel, Powerpoint)
- Good organizational skills
- Will need a background check

Responsibilities:

- Keep church staff informed of member's needs such as deaths, illness, etc
- Gather information for weekly bulletin
- Print & make copies of bulletin
- Reserve dates for weddings/receptions/parties/etc.
- Make copies as needed for SS teachers/Awana/etc.
- Keep church calendar updated

Financial Obligations:

- Keep weekly financial/contribution records and individual records
- Deposit weekly contributions at bank (CFSB)

See job description for more detailed responsibilities and financial obligations

Email resume to zcsecretarysearch@gmail.com or mail to ZCBC, 1532 US Hwy 68 West, Benton, KY 42025