

## Part-time Church Secretary

### Job Description

#### About this Position

The part-time church secretary for “A Teaching Church” will be responsible for various administrative functions, dealing with sensitive and confidential information. The position will have access to congregation members’ marital, financial and/or health concerns, as such, empathy and discretion are key qualities. It will be necessary for this position to collect, inquire and provide to the appropriate person(s) resources related to financial, counseling and emergency support for handling requests inside and outside the church. Additionally, the position will act as recording secretary and perform other duties as assigned. This position will report to the office manager.

#### Responsibilities & Qualifications

##### Essential Functions:

- Answer phone
- Produce Sunday and other events’ bulletins
- Record contributions
- Retrieve and manage various reports
- Maintain office supplies and equipment
- Create and manage schedule for all church activities
- Update church marquee
- Act as recording secretary for church conferences/meetings
- Maintain membership profiles
- Maintain sick and shut-in members list
- Other duties as assigned

**Schedule: 20-25 hours per week, working Tuesday-Friday (availability t/b flexible)**

##### Qualifications, Skills and Abilities:

- **3-5 years** preferred of secretarial experience
- Excellent organizational, presentation, verbal and written communication skills
- **Ability to work with extreme confidentiality**
- Ability to work independently, as well as, collaboratively with ability to manage multiple tasks/priorities
- Ability to communicate mission critical messages
- Strong attention to detail
- Demonstrates a significant level of effort, persistence and time commitment to complete duties
- Ensures quality and quantity standards are met
- Excellent interpersonal skills
- Computer proficiency in MS Office (Publisher, Excel, Word) with the ability to quickly learn and adapt to new software
- Power Church application, a plus

**Salary : TBD**