

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Front Office Receptionist and Administrative Assistant

Responsible to: Office Manager

General Job Description

Serves as the front desk receptionist and the social media administrator. Assists with ensuring a warm office environment and works with other administrative assistants to maintain office productivity. Assist with various administrative tasks in church office.

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to work in MS Office products
- Must be able to meet deadlines and progress without direct supervision
- Office administrative experience preferred but not required

Responsibilities

- Serve as the front desk receptionist
 - Answer phones and check the answering machine for messages left outside of office hours
 - Greet people as they enter the office
 - Sort through daily mail and distribute appropriately
- Serve as the Administrative Assistant for pastors other than Senior Pastor, assisting with business calls, contacts, orders and some Microsoft Office documents as needed
 - Print Birthday List and labels every month for the Pastor overseeing the senior members
- Perform general administrative duties for the efficient operation of the church office
 - Update and print bulletins for services
 - Type the inside portion of Funeral and Wedding Programs.
 - Print and update white cards
 - Shop for church supplies needed for office, Sunday School and fellowships, etc.
 - Order general office supplies including: paper, toner, parts, etc. for copiers
 - Be the point of contact for church employees to share their schedules and daily plans so that the front office is knowledgeable and well informed
 - Plan birthday celebrations for staff meetings
 - Create invitations for baby or bridal showers that are held at the church
 - Perform various print jobs as needed by pastors or staff

Front Office Receptionist and Administrative Assistant

Job Description (cont.)

- Assist with data entry using the church management software
- Collect and record attendance data from white cards, Sunday school records, KidCheck, Facebook, Awana, Ladies' Bible Studies, etc.
- Update staff meeting slides with attendance statistics
- Attend weekly staff meeting, take notes, prepare and share summary with administrative staff
- Assist with other administrative duties as necessary
- Assist with editing, proofing and printing of standard communications, to include: weekly bulletin, weekly newsletter, website, etc.
- **Oversee Care Ministry**
 - Track status of members in hospital and communicate that to the pastors and deacons via email, whiteboard, and other ways of communication
 - Communicate births and deaths of members to staff
 - Maintain and update the prayer list that is emailed to staff and church members weekly
 - Maintain prayer list posted on podium in auditorium
 - Maintain Care Ministry slides for staff meeting
- **Serve as the Social Media administrator**
 - Oversee and create posts and updates for all BBC social media platforms. (Facebook, Instagram, and Google)
 - Update and send weekly newsletters via Constant Contact. Maintain list of Constant Contact subscribers
 - Maintain and update the digital sign as needed or required
 - Work with Graphics Designer to create posters to advertise activities and events
 - Maintain and update the bulletin boards around the church campus
 - Maintain a schedule of posts to go out on social media at least 5 days a week
 - Maintain and update the carousel on the church website as things change
- **Assist with planning and implementation of church fellowship activities, to include Church picnic, Dessert fellowships, First Class, staff fellowships, etc.**
- **Serve as Members' Meeting administrator**
 - Collect and print copies of members' meeting minutes and slides
 - Collect DVD from media department for the hard copy binders stored in the production room
 - Upload the members' meeting minutes, slides and financial reports to the Members' Only section of the webpage