



Friendship Missionary Baptist Church

400 Campbell Avenue

Fayetteville, NC 28301

Email: fmbcfaync@fshp400.org

Website: fmbcfaync.org

(910) 485-0392

Position Title: Administrative Assistant (**Part-time**)

Hours: 10:00am-3:00pm/20 hours per week

Pay rate: \$15,000.00 Annually

Overview:

- Be the immediate assistant to the Pastor and the Church Administrator.
- Must possess leadership skills that help motivate other team members and encourage them to work hard.
- Must be able to encompass a wide range of responsibilities that require strong organizational, communicational, and interpersonal skills, ensuring seamless coordination and efficient execution of tasks.
- Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must have general knowledge of all office equipment and supplies and a willingness to further their training.
- Must show a willing attitude of Christlike service to their position and its responsibility.
- Must possess good telephone and communication skills.
- Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.
- Perform general office work, under the supervision of the pastor and cooperation with the other staff.

Responsibilities:

- Keep church staff informed of member's needs such as deaths, illness, and other crisis.
- Answer the phone and screen calls for staff per their direction.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.
- File sermons, reports, correspondence, and other assigned materials.
- Exercise tact, courtesy, confidentiality, and diplomacy in receiving callers, in person or by telephone; keep calendar of appointments.
- Transcribe dictation; type letters or other documents as needed; use word processing equipment as required.
- Make outgoing calls such as ordering materials or supplies; pick up supplies as needed.
- Prepare and maintain mailing list and church roster.
- Photocopy documents and assembly as needed.
- Do routine letters and documents as needed/requested.
- Keep accurate church records (i.e. church members, prospects, calendar, etc.) working in cooperation with the Church Clerk and Church Administrator.
- Record deposits and individual records of contributions.
- Scheduling and following church policy regarding building usage and key checkout.
- Secure and sort incoming and outgoing mail.
- Assist auxiliaries and ministries with ordering supplies and other miscellaneous requests.
- Assist with digital media, social media, and website development.
- Assist with weekly newsletters and other marketing materials, as needed.
- Perform other duties as assigned by the Pastor.

Qualification and Experience:

- Submit and pass Background Check.
- At least a high school diploma, some college preferred.
- Experience with Microsoft Office including Word, Excel, PowerPoint, and ability to work with graphics.
- Basic accounting/bookkeeping procedures and good organizational skills.
- The ability to multi-task and prioritize tasks.

Resumes can be emailed to:

Friendship Missionary Baptist Church Personnel Committee at:

fmbcpersonnelcommittee@gmail.com