

## **BBPC Executive Administrative Assistant.**

**Position Description:** The Executive Administrative Assistant (EAA) serves both the church and its cemetery. The EAA serves the church staff, leaders and congregation, attending to the operation of the church office and addressing the church's short and long-term business dealings. In addition, the EAA attends to the administrative needs of the cemetery and its staff, trustees, commission and committee members.

Accountability: To the Session through the Pastor, Personnel Commission and Cemetery Committee

### **Essential Duties and Responsibilities of the Church Administrative Assistant:**

- Answers, screens and responds when appropriate to all incoming calls, emails, mail and information requests or routes them to the appropriate staff when available, taking messages as needed.
- Prepares all documents for staff, Session and Deacons as requested and necessary for the operation of the church
- Maintains an orderly and clean office and filing system (electronic & paper).
- Manages the church's calendar, including all religious holidays, pastor's duties, appointments with the ministry leaders, and events in the church facilities.
- Publishes the weekly church bulletin, and special occasion bulletins, including weddings funerals and special services.
- Publishes the church annual report.
- Manages the maintenance of the church website and online communications including, but not limited to, *The Buzz*, Google Docs, & Google Calendar
- Communicates weekly with the congregation via e-mail, and as needed for special announcements.
- Maintains the church database system, entering new visitor & new member information.
- Manages office supplies, keeps track of inventory, and buys more as needed.
- Works with the Clerk of Session to complete the annual statistical report to the denomination
- Attends weekly staff meetings.
- Other duties as assigned by supervisor or Personnel Commission.

### **Cemetery Administrative Duties**

- Answers, screens and responds when appropriate to all incoming calls, emails, mail and information requests or routes them to the appropriate staff when available and taking messages as needed.
- Prepares all documents for staff and Session as requested and necessary for the operation of the church and/or cemetery
- Schedules appointments with the cemetery superintendent.
- Utilizes the cemetery information management system to record the sale of lots and niches, and interments.
- Supports the Cemetery Committee and attends monthly meetings.

## Required Knowledge, Skills and Abilities

- Must be able to work efficiently and . meet weekly deadlines.
- Must be a self-starter with keen eye for detail.
- Must be willing to register and serve as a Notary Public.
- Must be committed to the church's mission and message.
- Must be courteous and tactful with congregation members in a variety of circumstances.
- Must exercise exceptional judgment in dealing with sensitive and personal issues being mindful of confidentiality
- Must be able to prioritize work and tasks with little guidance.
- Must be comfortable working with technology, social media sites, able to maintain the church website and work with general data processing duties. (Microsoft Office Suite)
- Must be an able and willing member of the church staff team.
- Must be comfortable with a wide range of individuals, able to work and comfort those from all walks of life
- Must be able to communicate effectively both verbally and in writing.

**Relationships:** Is responsible to the Head of Staff. Works closely with all staff, Superintendent of Cemetery; supports Session and Deacons

**Evaluation:** The Pastor, Personnel Commission and Chair of Cemetery Committee will conduct an annual review. The Personnel Commission will review the adequacy of compensation annually

## Education and Experience

- High school diploma or GED equivalent required.
- Associate's degree or Bachelor's degree recommended.
- At least two years clerical or administrative experience.