

Job Description
Administrative Assistant
Blawenburg Reformed Church

1. Purpose

To play a key role in the mission of the Blawenburg Reformed Church by facilitating the ministries and events organized by the Pastor, Music Director, volunteer leaders, Preschool Director, congregation members, and members of the outside community.

2. Qualifications

- A. Understands and supports the mission and vision of the church
- B. Demonstrates sound judgement, resolves problems and conflicts, finds creative solutions, and maintains appropriate confidentiality
- C. Works well both independently and in collaboration with others to accomplish projects
- D. Computer Skills: Microsoft Office (Word, Excel, Publisher), QuickBooks, Constant Contact, WordPress, Google Docs, Facebook)
- E. Clerical Skills: grammar, editing, word processing, spreadsheets/budgets
- F. Maintains a kind and welcoming demeanor as a representative of the church in person and in all communications

3. Responsibilities

A. Communication

- Manages email and phone messages for the church and ensures that all communication is responded to in a professional and timely fashion
- Works with volunteers to prepare and distribute the church newsletter
- Produces the weekly e-news
- Manages the production of paper mailings for the church and manages mail for the church campus (church and preschool) by picking up and sending out mail via the Blawenburg Post Office
- Ensures that the church website and social media content are current
- Maintains the master calendar for the church campus in coordination with the ministry teams, Pastor, and Preschool Director
- Maintains information for church directory and contact information for visitors
- Serves on the Communications Team – attends meetings and helps publicize events

B. Administrative

- Maintains a neat and organized office while ensuring that church files and records, both paper and electronic, are well organized and current
- Assists the Pastor in his/her work
- Attends monthly evening Consistory meetings to take minutes

- Provides appropriate administrative support to the Consistory, church teams, preschool staff, and other church employees and volunteers (Music Director, nursery care provider, etc.)
 - Works with Properties Team to arrange for routine repairs and maintenance of church property
- C. Worship Support
- Works with Pastor, Music Director, and Worship Team to produce bulletins, printed announcements, inserts, and other material for Sunday morning worship and other occasional worship services such as funerals and holiday services
 - Ensures that materials needed for worship are in the sanctuary in a timely manner
 - Manages sermon recorder and recordings
- D. Finance
- Places orders for office supplies and other budgeted items as needed and requested
 - Works with treasurer to manage the church finances on a daily and weekly basis by recording income and expenses, printing checks, paying bills, managing payroll, managing QuickBooks, and helping to produce monthly expense and income reports for ministry teams and Consistory
4. Other:
- A. This position is accountable to the Consistory through the Pastor and Personnel Team. The Administrative Assistant reports to and is supervised by the Pastor.
 - B. The priorities of the Administrator shall be the basic operational needs of the church, followed by the pastor's administrative needs, and finally the needs of the church teams and other volunteer leaders.
 - C. The position is 15 hours a week, expecting that all of that time will be spent present on the church campus. The compensation will be set and reviewed each year by the Consistory.
 - D. Paid vacation (two weeks or 30 hours with pay) and sick leave, in accordance with New Jersey state law, will be provided each year. Unpaid vacation can also be arranged.

To apply, please send a resume and cover letter to BRCsearch18@gmail.com by December 1, 2018.