



170 Griffin St., NW Atlanta, Ga 30314

**Beulah Baptist Church
Church/ Pastor Administrator Job Description**

Position Title: Church/Pastor Administrator

Department: Human Resources – Email -bbchr170@gmail.com

Reports To: Senior Pastor

I. Summary of Position:

This position reports to the Senior Pastor and provides high level administrative support to the Senior Pastor as well as the church. The administrator is responsible for administrating those tasks and functions relevant to the Senior Pastor on a day-to-day basis as well as the church's administrative tasks. The administrator is also required to maintain complete confidentiality and serve as a caring assistant to interface with the congregation and the Senior Pastor. In addition, the administrator will assist in coordinating and facilitating the major events and conferences in cooperation with the program staff. The administrator will also ensure the efficient operation of the church office and oversee the creation of advertisements for ministry related events; serve as a liaison for Beulah Baptist Church with vendors of office supplies, office machines, and postage, etc. The administrator will report Tuesday, Wednesday, and Thursday from 10:00am - 5:00pm and as requested by the Senior Pastor for major events in the life of the church.

II. Specific Responsibilities:

- A. Receives and directs calls for the Senior Pastor and the Church
- Receive, screen, and return telephone calls directed to the Senior Pastor
 - Serve as liaison between the public, staff, congregation, and external groups for the Senior Pastor
 - Reviews and prioritizes telephone messages and daily mail for the Senior Pastor
 - Makes telephone calls for the Senior Pastor, as needed, and directed
- B. Performs administrative duties
- Responsible for updating and maintaining ministry forms in the ministry folders
 - Responsible for preparing labels for publications and mailings when needed
 - Process and assign all ministry work requests; to include requests for copying, flyers, mailings, rolling screen, and phone tree, etc.
 - Coordinate church press releases and advertisements for newspapers, magazines, and other churches, etc.
 - Responsible for posting, managing, and maintaining social media posts and developing data analytics reports (as requested)
 - Responsible for keeping church folders and church manual updated annually for all policies, procedures, and practices

- Perform other duties as assigned by the Senior Pastor
 - This includes, but is not limited to weekend meetings (quarterly), meeting vendors in person, serve as special events liaison, attend virtual meetings and weekly staff meetings

C. Maintains Senior Pastor's appointment Calendar

- Proficient with calendar management, coordinates all speaking engagements and travel arrangements for the Senior Pastor
- Maintain Senior Pastor's calendar with appointments in cooperation with the church calendar
- Makes appointments for the Senior Pastor, including weddings and funerals, while redirecting those appointments that can be appropriately handled by another pastoral/staff member
- Provides the Senior Pastor with updated daily, weekly, monthly, and yearly calendars
- Extend invitations to special guests for scheduled church wide events, receive responses, and forwards detailed acceptance list (i.e., picture, W-9, and amount of honorarium) to the Senior Pastor

III. Qualifications:

- Must possess a strong working knowledge of computers and proficiency in numerous software programs, including Microsoft Word, PowerPoint, Outlook, Access, Excel, and Publisher
- Working knowledge of social networking tools, email marketing tools, as well as use of the Internet
- Requires a keen sense of urgency, the ability to work well under time constraints in a fast-paced environment and the ability to work flexible hours, as needed
- Possess the desire to aid the Senior Pastor in fulfilling his responsibilities to lighten his load whenever possible
- Possess working knowledge of standard office equipment, including copiers, phones, calculators, fax machines, etc.
- Exceptional oral and written communication skills and strong interpersonal skills, possesses the gift of hospitality, a diplomatic/caring servant demeanor, and the ability to function as a part of a cooperative team
- Strong organizational skills - ability to prioritize and multi-task using good time management skills
- Possess a bachelor's degree in business administration or equivalent; or a High School diploma with a minimal of 3-4 years of experience in related field required

If interested in applying for this position, click on the link below to apply.

<https://docs.google.com/forms/d/1uQ9I5yUtm8jKJVIZ0iEYboChfaRI701quzOqA9SXjIY/edit>