



Position: Church Administrator

Opening Date: September 27,2022 Closing Date: October 28,2022

Scope

This role provides high level executive administrative support to the pastor, of Beulah Baptist Church. It requires an individual with strong interpersonal skills, with the ability to manage day to day operations, an evolving church event calendar and maintain effective and accurate records. The ideal candidate would be high energy, highly confidential, polished, and able to build and manage relationships at all levels of the ministry. This role requires time management skills, accessibility, responsiveness, and excellent communication skills. The candidate must be reliable, trustworthy, detailed oriented and professional. The position interfaces with a diverse group of internal contacts, as well as external contacts and vendors. A gracious, Christ-like demeanor in demanding situations is essential.

Primary Duties & Responsibilities

- Provide administrative/clerical support, general information, and referral to telephone and/or written inquiries.
- Greet and provide directions to incoming visitors.
- Building and maintaining relationships with the congregation and community
- Schedules appointments and maintains the Pastor's appointment calendar; arranges meetings, teleconferences, and videoconferences if applicable.
- Assists the pastor with the management of written correspondence and phone messages.
- Maintain Church Ministry/Auxiliary Event Calendar.
- Communicates across all church ministries and provide support for events/activities.
- Opens, sorts, and distributes office mail. Prepares outgoing correspondence.
- Receives incoming calls, retrieves, and maintains records of voice mail messages and correspondences; makes outgoing and return calls, as directed.
- Oversee and assisting outside vendors– (maintenance, landscape, cleaning services) and helping coordinate the scheduling and performance of maintenance and repairs. Order suppliers. Notify the designated Trustee of identified concerns related to; and related to all church owned buildings
- Assisting with scheduling meetings, renting church equipment and facilities, and enforcing church policies for facility use
- Manages the church's newsletters, bulletins, announcements, and other publicity, i.e., Facebook, Instagram, Website (present to Webmaster)
- Performs other duties including special projects as assigned.

Qualifications

- High school diploma or equivalent
- Minimum of 2 years of office, clerical and/or administrative support experience
- Work Authorization
- Excellent customer service skills.
- Demonstrated ability to think and work independently with limited supervision.
- Proven ability in planning, prioritizing, and organizing diverse workload.

SKILLS/ABILITIES:

- Computer skills (Microsoft Office)
- Strong knowledge of general office practices
- **Strong verbal and written communication skills.**
- Ability to plan and organize
- Good knowledge of general office practices and business
- Ability to deal effectively with the public
- Quick learner and self-starter with willingness to take initiative.
- Ability to keep confidential and sensitive information.
- Flexibility a must
- High level of confidentiality, telephone etiquette and accuracy required

Work Environment

- Normal Office Environment
- This position is part-time with weekly hours of 20-25 hours

Equipment

- Telephone
- Fax Machine
- Computer
- Copier

Our offer of employment is contingent upon satisfactory findings from background check process and drug screening, regardless of whether the findings are received before or after you start work.

Conditions of employment are contingent of background and drug screening results; and proof of covid19 vaccination.

For additional information or questions contact Beulah Human Resources at bbchr170@gmail.com or call and leave a message at 404-923-0130.

EEOC

Beulah Baptist Church provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, compensation, and training.

***This position will be paid as a contractor and will receive a 1099 annually.*

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