

# Indian Creek P. B. Church

380 Indian Creek Road  
Huntsville, AL 35806

Rev. Timothy M. Rainey, Senior Pastor

## Administrative Secretary

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**Job Title:** Administrative Secretary

**Hours:** Full Time (8:00 a.m. – 5:00 p.m.)

**Salary:** Negotiable

**Statement of work:** Employee works under the general supervision of the pastor, who provides general instruction on duties and how the job is to be performed. This position reports to the pastor.

**Responsibilities:** The administrative secretary will be responsible for office management which includes typing, producing and filing official church documents.

### Major duties:

- A. Type all church correspondence.
- B. Operate various standard office machines/equipment, to include the church computer, fax, copiers, etc. (skilled in MS Windows, Word, Excel, Access, PowerPoint, and Outlook).
- C. Type church programs and special programs
- D. Organization and maintenance of pastor's Calendar, (keep an up-to-date church calendar).
- E. Set up counseling meetings and other appointments
- F. Coordinate travel arrangements for pastor and visiting speakers.
- G. Notify pastor and chairman of the Deacon's Ministry of membership hospitalizations, deaths, etc.
- H. Assist the pastor in the preparation of materials for various church meetings.
- I. Compose and prepare accurate reports, records, and correspondences as needed.
- J. Keep accurate membership records (new members, baptisms, weddings, death, etc.)
- K. Check email and respond
- L. Type and print weekly bulletin and monthly newsletter
- M. Maintain and update church website
- N. Acquisition and maintenance of office supplies
- O. Prepares and maintain new member packets
- P. Assist as directed by the pastor with the After School and Summer Enrichment programs.
- Q. Work effectively with the public (greeting visitors, giving and obtaining information
- R. Supervise volunteer staff
- S. Arrange for work to be done when away for vacation, training events or leave of any kind
- T. Perform other duties as assigned.

### Other general expectations include:

- Should be ever conscious of the need for confidentiality
- Should be a self-starter, good at multi-tasking and prioritizing projects.

*A Loving Church that Worships God and Serves Mankind*