

# Calvary Baptist Church of Pensacola

## Administrative Assistant

### Position Summary

**\*Part-time: About 20 to 22 hours per week**

#### **Description:**

The Calvary Baptist Church Administrative Assistant is a person who aids the pastor and other church staff, personnel, and members in carrying out the various administrative tasks of the church. The person who fills this role will be willing and able to hold regular office hours in person Monday to Thursday from 8:30 am to 12:30 pm (exact times can be negotiated) to fulfill their responsibilities and serve as a consistent presence and point of contact in the church office on campus.

#### **Qualifications:**

Prior experience or education in this area or a related field is valued but not essential.

#### **Examples of Regular Tasks (not an exhaustive list):**

1. Be Proactive in Communicating with Pastor about upcoming events, preparation, needs, etc
2. Answer Phone Calls and Emails at the Office
3. Assisting with Birthday Cards for Pastor, (pull monthly names, create labels, etc)
4. Ordering Tithing Envelopes When Requested
5. Deposit Tithes/Offerings at the Church's Bank
6. Attend Staff Meeting monthly - 12:45 pm on the first Sunday of the month
7. Handle Purchase Order Requests
8. Keep Excel Spreadsheet of Financials - holds record of ministry team budgets, current giving, references and shares quarterly giving reports, etc.
9. Fields Benevolence/Assistance requests - from both members and others
10. Schedules/Maintains Church Calendar and Events

11. Use the Church Copier to Make Prints, Copies, and Scans for Ministry Needs
12. Assists with Special Event Needs (i.e. Great Jelly Bean Race Community Outreach, Christmas Caravan Outreach, Feast of Thanks Fellowship)
13. Inventory & Order Supplies for Kitchen, Janitor, Office, etc
14. Keep Track of Attendance Records - from worship and small groups gatherings
15. Send Letters and Other Documents both Electronically and Manually
16. Assist with Church Website and Social Media Maintenance

**Start Date:**

As soon as possible

**Apply:**

[calvary@calvaryofpensacola.org](mailto:calvary@calvaryofpensacola.org)