

Church Secretary – Mt. Olive Baptist Church, Buffalo, NY

HOURS: Monday – Friday (Salaried – 40 hours per week) **SALARY:** \$12/hour + benefits

QUALIFICATIONS:

1. Secretarial degree preferred or a minimum of two years experience.
2. Strong computer skills are imperative (MS Windows, Word, Excel, Access, PowerPoint, Outlook)
3. Proficiency in the use of standard office tools (typewriter, copy machine, etc.)
4. Strong organizational skills
5. Must be able to multi-task and have excellent time management skills
6. Must be able to work with minimum supervision
7. Have excellent command of English composition and punctuation

PURPOSE OF POSITION:

Primary function is to oversee all activities of the main church office. This person would report directly to the Associate Pastor and Sr. Pastor.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Maintenance and organization of reception area.
2. Ordering and maintenance of office supplies and equipment.
3. Organization and maintenance of church calendar (and pastor/director/manager calendar).
4. Pick up, distribution and dissemination of all mail and correspondence.
5. Screening and routing all incoming calls.
6. Answer mail – correspondence (writing letters), phone calls, etc.
7. Coordinate scheduling for weddings and baptisms.
8. Type and print weekly bulletins.
9. Routine filing of paperwork.
10. Route incoming faxes to appropriate staff.
11. Maintain and up-date all standard forms and ministry literature.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be ever **conscious of the need for confidentiality**.
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should have a non-lackadaisical attitude with the willingness to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.

Applications will be accepted Monday, Wednesday and Thursday between the hours of 9:00 a.m. – 5:00 p.m. at the Church Office or you can mail your resumes to: Personnel Committee, Mt. Olive Baptist Church, 701 E. Delavan Avenue, Buffalo, NY 14215