



MILLINGTON  
baptist church

## Office Assistant

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### SUMMARY

The Office Assistant provides essential communication, worship and administrative support to MBC's ministries, Pastors and Ministry Team members as they seek to build up the body of Christ at MBC. This position also requires that the information that MBC keeps on its people, its activities and classes, and its facilities be well organized, current, accurate, and can be retrieved and used when and how it is needed.

### SUPERVISION

Serve under the direct supervision of the Office Manager and PLT. A written, annual review will be prepared by the Office Manager or PLT, with input from key leaders, and will be discussed with the Lead Pastor(s) and with the Board of Elders.

### EMPLOYMENT STATUS: Part time 12-16 hours/week

**(Please Note:** The hours below are estimates. Over the course of a month or two, the hours average out to accomplish the necessary tasks.

### SPECIFIC RESPONSIBILITIES:

Office Management (6 + hrs)

- Attend staff meetings, taking minutes.
- Answer church phones and doors, receiving visitors and vendors to church.
- Ensure that the mail is put out, picked up and distributed each day.
  - Ensure that the Postage Meter is in working order, and manage its use.
- Assist Ministry Leaders in the design and production of any needed print materials.
- Assist in compiling, editing and copying the Annual Report.
- Maintain the main bulletin boards in the lower level hallway.
- Maintain the voice answering system and ensure that recorded messages are current
- Post attendance records and/or train ministry leaders to do so.
- Send out first time visitor letters as requested and add new visitors to REALM.
- Serve as the administrator for the Realm and Planning Center Online (Resources and Registration) module and train staff and volunteers.
- Maintain the church calendar (PCO Resources) and manage all facility reservations alongside the Director of Administration.
- Schedule the doors and manage key cards using current systems.
- Maintain all member records in Realm and run reports.
- Support Ministry Team members by setting up and tracking event registration for events.
- Purchase all ministry, office and maintenance supplies, and maintenance of vendor lists.
- Administer the Child Care Screening process and order MVRs for MBC Approved Drivers.

- Arrange for weekly maintenance of the pews in the worship center.
- Serve as administrator or Microsoft 365; setting up and managing email accounts/groups.

#### Communication (6 + hours)

- Design and send emails via MailChimp, including the weekly Praise & Prayer, E-news, and other ministry-specific emails.
- Maintain all MailChimp mailing lists.
- Assist in drafting, edit and proofread content for all written communications based on input from Directors. Assure that print and electronic communications are attractive in their design, with clear messaging.
- Update and send out any changes to program schedules due to inclement weather via Cancellations.com; the phone message system; Facebook/Twitter, and MBC website.
- Assist in maintaining website and social media content using WordPress, Facebook, Instagram, Twitter, Hootsuite.
- Manage and maintain the various tasks and projects using Trello collaborative task management tool.

#### Worship / Misc. (2 hrs)

- Print and distribute weekly service plans from Planning Center Services.
- Prepare and mail Senior Ministry postcards.

#### QUALIFICATIONS

- Have a commitment to excellence for the church, and a demonstrated capacity for innovation and creativity.
- Is a growing Christian, regularly practicing those disciplines, which lead to spiritual maturity.
- Be a team player who will work well with other staff members and under the authority of the Office manager and PLT.
- Excellent written and oral communication skills.
- Organized and able to manage multiple projects; taking projects from beginning to end.
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs attention.
- Relates well to all kinds of people, builds effective relationships, and communicates effectively both interpersonally and corporately.
- Detail-oriented and able to develop and maintain accurate records.
- Proficient in use of the Microsoft office and a high-level ability to quickly adapt to, and apply, new technology and software applications.
- A Bachelor's degree in communications, media or related field and/or significant and relevant experience in website management preferred.
- Personable in dealing with other staff members, visitors, callers and suppliers, projecting a pleasant personality even when under pressure of time and tasks.
- Ability and disposition to work as a team player, sharing workloads with colleagues as needed.

*Note: This job description is not comprehensive, Office Assistant may be instructed to perform other responsibilities as deemed appropriate by supervisor.*