

Neely's Creek ARP – Secretary Job Description

Description

The Secretary shall be directly accountable to the Senior Pastor who is head of the staff and shall work in close coordination with, and under the direction of, the Communications Director.

Duties and Responsibilities

- Receives, screens and directs incoming calls, visitors, packages, mail and email
- Maintains files and calendars, including scheduling visitation appointments for the Senior Pastor
- Assist in the development of the weekly bulletin for both services as well as the church newsletter
- Manage card ministry (birthday, anniversary and sympathy cards for pastor/staff to sign)
- Assist with various recordkeeping responsibilities (deacons groups and usher list, synod registration, shepherd groups, roll maintenance, member/visitor pad)
- Assist with various church communications including church-wide emails, LOC functions, WOW banquet, nursery lists, Easter and Poinsettia inserts
- Will cross-train with existing staff to be able to perform financial functions
- Coordinates various office duties with other staff members as workload and seasonal demands require
- Ability to handle and coordinate multiple priorities

Schedule

This part-time, hourly position will work less than 30 hours, Monday – Friday, for the first part of each workday (9am – 2:30pm unless otherwise discussed). Hours may need to be flexible at times to accommodate financial function requirements.

Basic/Required Qualifications

- Must not currently be a member of Neely's Creek ARP Church or an immediate family member of a church member
- High School diploma or equivalent
- 4 or more years equivalent work experience
- Proven history of proficient office skills
- High degree of technical proficiency with:
 - MS Office Suite (including Word, PowerPoint, Publisher and Excel)
 - ACS financial suite
 - Online collaborative platforms (e.g., Dropbox)
 - Social Media platforms
- Positive, upbeat team player with excellent communication skills who is able to serve as a professional and friendly point of contact for the church staff and congregation
- No benefits included for this part-time position

Desired Qualifications

- Associates Degree
- Basic Accounting experience