

**Second Baptist Church
501 Monroe St.
Jefferson City, MO 65101
(573) 636-3326**

**ADMINISTRATIVE SECRETARY
(Part-Time)**

DEFINITION

This is an administrative support position involving a high degree of independent judgment. The position involves providing administrative support to the Pastor and serving as the office manager for the Church which may periodically include providing support to other Church Officers and Ministries. This position reports directly to the Pastor.

DUTIES AND RESPONSIBILITIES

Operate standard office equipment, including desk top computer, calculator, copy machine, printer and fax machine.

Compose and/or type correspondence dealing with routine Church business for the Pastor and/or other Church Officers and Ministries.

Prepare the Sunday morning Church Bulletin and ensure enough copies are available for each Sunday morning worship service. Prepare other Church related material on an as needed, if needed basis.

Assist with logistical arrangements for meetings (including Zoom meetings), workshops, conferences, etc.

Answer telephone calls and provide information as necessary based on knowledge of Church policies or event information. Leave messages for the Pastor, Church Officers and/or other Church personnel as necessary.

Receive, open, log, sort and distribute incoming mail according to written and/or verbal instructions and ensure that all out-going mail is handled accordingly.

Maintain Church files in an orderly manner to ensure needed information is easily accessible.

Maintain the confidentiality of information provided to, or received from the Pastor, Church Officers and/or Church Members.

Follow established procedures and guidelines to assist the Pastor or other Church Officers in the administration of activities associated with funerals, weddings, special events, etc.

Submit a bi-weekly time sheet to the Pastor on the last Friday of the week for which duties were performed.

Perform other duties as appropriate and/or assigned.

ADDENDUM TO ADMINISTRATIVE SECRETARY POSITION

SECOND BAPTIST CHURCH
501 MONROE ST.
JEFFERSON CITY, MO 65101

OFFICE HOURS

10:00 A.M. – 3:00 P.M. / MONDAY THROUGH FRIDAY

(NOTE: Due to the current COVID 19 Pandemic, some of the Church's normal operations have been suspended. Therefore, the hours and days may need to be adjusted accordingly. This will be explained in further detail during the interview process. Additionally it may be necessary for the Administrative Secretary to perform certain duties on a Saturday or Sunday for special events.)

COMPENSATION, HOLIDAYS & VACATION

SALARY RANGE: \$11.00 - \$13.00 PER HOUR

Eight (8) holidays (See Below) are recognized by Second Baptist Church plus the Administrative Secretary's birthday. The Church Office will be closed on those days. Compensation is available for four of the 8 holidays. Two (2) weeks of unpaid vacation is available annually. The 2 weeks of unpaid vacation must be requested and approved in advance and may be taken incrementally. There will also be a six month probationary period.

2022 CALENDAR

HOLIDAYS/OBSERVANCES

New Year's Day	Friday	December 31 2021
Martin Luther King, Jr. Day	Monday	January 17, 2022
Good Friday	Friday	April 15, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Thanksgiving Day	Thursday	November 24, 2022
Christmas Day	Monday	December 26, 2023

Administrative Secretary Birthday (By Choice)

Second Baptist Church has an opening for a part-time Administrative Secretary position. This is a specialized secretarial support position involving a high degree of independent judgment. The position involves providing administrative support to the Pastor, serving as office manager for the Church and providing support to other Church Officials and Ministries on an as needed, if needed basis. A complete job description is available in the Church Office and on the Church website at: www.2ndbaptistchurchjcmo.net. Interested candidates should submit a cover letter and resumé to Deacon James Washington c/o Second Baptist Church, 501 Monroe St., Jefferson City, MO 65101 by March 31, 2022.