

Proctors Chapel Baptist Church

2917 Old Wilson Road

Rocky Mount, NC. 27801

Proctors Chapel Baptist Church in Rocky Mount, NC is seeking a Part-time (16 hours per week) Administrative Assistant. Responsibilities include providing administrative and ministry-related support to the Pastor, staff, and church members. Please check below for a description of personal traits, skills, and responsibilities. Please send a resume to pastor@proctorschapel.org.

Job Description PCBC Administrative Assistant

Required Skills and Personal Traits:

- A born-again believer and a member of a Southern Baptist church.
- A personal commitment to Jesus Christ as Savior and Lord and strong desire to serve within a church.
- Outstanding "I care" people skills.
- Excellent clerical, communications, computer, and organizational skills.
- Effective verbal, writing, editorial and publishing skills.
- Must have an attitude toward the role as "another minister" of the church, not just "office help."
- Ability to protect the reputation and integrity of others through strict confidentiality.
- Wisdom to refrain from indiscriminately sharing information is critical.
- Willingness to learn new skills, work as a team player, and overall dependability and accessibility are very important.
- Positive "can do" attitude and pleasant demeanor.

Office Skills Required as follows, but are not limited to:

- Proficient in the Microsoft Office - specifically, Publisher, Excel, PowerPoint and Word
- Ability to operate general office machines, i.e. copiers, printers, Laminating Machine
- Ability to learn applications such as Easy Worship Presentation Software, "Call Out" Software, Newsletter, and creative programs such as Canva, etc.

The Duties are as follows, but are not limited to:

- Provide pastor and other ministerial staff with administrative support.
- Maintain church membership records and Sunday School attendance in a timely manner.
- Maintain a calendar of church events and activities.
- Maintain a newsletter of church events and activities and prepare newsletters for distribution on a weekly basis.
- Maintain and update all social media platforms with pictures, stories, etc.
- Update website with dates and current events.
- Update announcements in Easy Worship software for Sunday Morning Worship.
- Answer telephone calls and route/assist callers as needed.
- Receive all office guests, determine their need, and route to the appropriate destination.
- Sort and distribute incoming mail on a daily basis and process outgoing mail as required.
- Maintain the Hospital, Shut-in, Prayer list and notifying appropriate personnel, i.e., Staff/ Deacon/Sunday School Teacher.
- Prepare quarterly business meeting materials as required.
- Prepare and fold weekly bulletin, and mail bulletin or other multi-media items as needed.
- Prepare and duplicate Wednesday night prayer list.
- Prepare material for church organizations as requested, e.g., Deacons, Baptist Women, Baptist Men, nursery, etc.
- Prepare and mail letters to the congregation and visitors as needed.
- Maintain and order supplies for the church office.
- Maintain backup of all appropriate material.
- Attend staff meetings.
- Prepare Annual Church Profile (ACP) for North Carolina State Convention.
- Monitor assignment and signing out/in church keys.
- Order literature (Sunday school material, VBS, etc.) as needed.
- Prepare cut and insert fliers into the bulletin (when necessary).
- Complete all new member related tasks such as adding members to all directories and ensuring correct contact information updates.
- Maintain a calendar of facility usage and equipment (FLC, Sanctuary, Shelter).
- Coordinate donations for PCBC members and immediate family upon death.

- Record offering envelopes and sending Stewardship Record of Giving at the end of the year.
- Perform other duties as assigned.

Church Administrative Assistant will:

- Have Background Check
- Have an initial 90-day evaluation followed by an annual performance evaluation.

Hours and Paid Time Off

Tuesday/Wednesday/Thursday/Friday 9:00 AM- 1:00 PM

Paid Time Off: 2 weeks of paid vacation per year in addition to holidays to be requested at least one month in advance. These weeks shall not be consecutive.

Sick Leave: 6 sick days paid per year

Paid holidays if occurring Tuesday – Friday: New Year Day, Christmas Eve, Christmas Day, New Year’s Day, July 4th, Thanksgiving Day and Friday following Thanksgiving.