



## Job Title: Senior Administrative Assistant to the Ministers

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### SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Senior Administrative Assistant to the Ministers**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, resourceful and are dedicated to working to fulfill our mission.

The Senior Administrative Assistant to the Ministers provides day-to-day customer service in the areas of office administration to support Associate Ministers and ministries of the church. Enhance executive effectiveness by providing high-level information and project management to the Ministers and other areas as identified or requested. Act as liaison to executive team and other members as requested. Research and compile data for presentations, communications and to help inform executive decision-making. Manage executive and other members as requested schedules. Assist with phone and email communications, exercise independent judgement and discretion that reflects executive styles and ASBC's culture.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Senior Administrative Assistant to the Ministers position's primary responsibilities include but are not limited to the following:

- Collects information and responds to routine inquiries and/or prepare periodic reports.
- Selects appropriate methods from a wide variety of procedures and/or makes simple adaptations and interpretations from substantive guides and manuals
- Maintain multiple program calendars
- Manage Senior Assistant Minister to the Pastor - Teaching and team members schedule to ensure no conflicts arise.
- Take meeting minutes on a weekly basis
- Assumes responsibility for providing administrative and clerical services to department heads

- Determines disposition of incoming mail and other material; prepares replies to correspondence from previous experience with the subject, general instructions, administrative notes, and dictation or written copy; prepares and signs standard letters, inter-office forms, requisitions and similar papers;
- Assist ministry leaders with request for *Assistant to the Pastor of Youth*, track request and give updates as needed;
- Have the ability to use project management tools to see assigned task completed thoroughly.
- Deals with more complex inquiries from other administrative staff;
- Ability to coordinate with other departments while working closely with the Executive Assistant for the Pastor;
- Reviews correspondence, reports and other papers as prepared for superior's signature to assure conformance with administrative instructions and requirements;
- Stand in as department representative for meetings, as needed;
- Expedites the work of the department; shifts clerical personnel to accommodate fluctuating work load; follows up on staff personnel to assure the timely completion of correspondence and reports, and determines the status and progress of special projects; maintains liaison with other departments;
- Screens telephone calls and visitors; explains policies and procedures, provide requested information; arranges appointments or initiates other responsive action as appropriate;
- Manage inventory of ministry supplies, track and coordinate shipments, complete and submit fund request
- Assist with content writing for ministries and editing material
- Ensure that room set-up is compatible with meeting requirements
- Monitor/resolve calendar conflicts
- Perform related administrative tasks and special projects as assigned.

#### **Minimum Qualifications:**

- A clear testimony of faith and a vital, personal, and growing relationship with Christian beliefs evidenced by attitude and behavior.
- Embrace and adapt to growth, change, innovation and creativity.
- Use appropriate judgment in the areas of discretion, sensitivity and leadership.
- Ability to create positive working relationships with a diverse group of people and volunteers including gender, ethnicity, age, sexual orientation, culture and skill level differences.
- Strong work ethic and commitment to excellence.
- Maintain cooperative, healthy, and motivating relationships with leadership team, colleagues and volunteers.
- Excellent customer service, interpersonal, verbal and written communication skills.
- Proficiency in Microsoft Office Suite.

#### **CORE COMPETENCIES REQUIRED:**

**Hospitality:** Generates a sense of hospitality by his or her very presence; communicates with a sense of warmth, openness and approachability; fosters natural connections between members of the church and with visitors; supports a culture of welcoming and belonging in the life of the church.

**Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Attention to Detail:** Consistently attends to the many small pieces, which must be assembled into an organization as a whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value and need for sacred space and knows how to physically tend to it.

**Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and responding with constancy of purpose; is seen by others as trustworthy and authentic.

## **EDUCATION, CERTIFICATIONS AND LICENSES:**

The Executive Assistant to the Pastor position requires the following:

- College degree in Business or related field is required. (Extensive demonstrated experience, in some cases, can be substituted)
- Five (5) to Seven (7) years' experience in office administration and support of a key executive.
- Database and computer software systems experience.
- Work experience in a church or non-profit preferred.
- Requires flexibility for occasional evening and weekend responsibilities.

## **APPLICATION PROCESS**

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system.

### **Equal Opportunity:**

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.