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**PASTORAL ADMINISTRATIVE ASSISTANT**

**SUMMARY:**

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Pastoral Administrative Assistant**. 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, and resourceful and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, Virginia. The incumbent is under the day-to-day supervision of the Executive Assistant to the Pastor. The Pastoral Administrative Assistant serves as a trusted assistant while providing high level administrative support to the Senior Pastor’s Office and the Church. The Administrative Assistant is expected to maintain complete confidentiality and serve as a caring assistant to interface with all members of the ASBC community. This position is responsible for supporting the Executive Assistant to the Senior Pastor, assists with managing the Senior Pastor’s office, and serving as a point of contact for visitors and guests of the Senior Pastor and the Church. This position requires a cheerful, pleasant, and caring Christ-like spirit. A good sense of humor and the ability to effectively work with a diversity of people is essential.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Pastoral Administrative Assistant position’s primary responsibilities include but are not limited to the following:

* Collects, reviews, analyzes data and prepares reports and other presentation materials utilizing word processing, spreadsheet, or specialized software.
* Prepares and distributes summaries, reports or other communications on a recurring basis.
* Attends Church Council and/or committee meetings and records minutes in collaboration with the Church Council Secretary.
* Establishes and maintains effective and harmonious working relationships with the Church Council Chair, Vice Chair, Committee Chairs, and Directors, in verbal, written, and electronic correspondence.
* Responds to or routes non-routine or confidential inquiries from external or internal sources with correspondence or other messaging.
* Maintains files, databases, and/or archives of relevant records.
* Assess and troubleshoot requests, evaluate resources for resolution, and recommend or initiate responsive action. Receive and respond to requests for speaking engagements, telephone inquiries and incoming mail.
* Sort and distribute incoming mail and other materials. Maintain paper and electronic files in a confidential manner.
* Ensure consistent customer service delivery in a collaborative and solutions-based capacity to all levels of staff and volunteers.
* Provide support to the various Committees and/or Ministries as needed.
* Perform confidential tasks and special projects as needed.
* Other duties as assigned.

**EDUCATION, CERTIFICATIONS AND LICENSES:**

The Pastoral Administrative Assistant 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 evening and weekend responsibilities.

**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.

**APPLICATION PROCESS**

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

Alfred Street Baptist Church is an Equal Opportunity Employer. We are committed to creating a diverse, equitable and inclusive work environment that embraces and encourages different perspective. We work to reflect and be representative of the communities in which we serve and in which we reside. Qualified individuals with disabilities and disabled veterans who need assistance or an accommodation in our job application process should contact careers@alfredstreet.org. An offer of employment is contingent on successfully passing a background check and providing proof of full COVID-19 vaccination.