
JOB POSTING

Administrative Assistant

Position: Administrative Assistant (full-time)

Position Location: First Baptist Church of South Orange
103 Valley Street
South Orange, New Jersey 07079

Job Description

Administrative Assistant — Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing office visitors, word processing, creating spreadsheets and presentations, internet research, and filing. Extensive software skills, internet research abilities and strong communication skills are required.

The ideal candidate is an innovative and a creative thinker, takes initiative, can work independently, yet is a team player with a background in marketing, data management or other related disciplines with strong communications and people skills. Candidates should also have knowledge of, or a strong interest in the Christian doctrine.

Duties include but are not limited to:

Office Management

- Manage reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- Manage the maintenance and alteration of the office suite, including layout, arrangement and housekeeping of office facilities.
- Assist in coordination and execution of meetings and special events as required, including facility set-up, registration, document preparation and on-site management.
- Manage external contacts for Senior Pastor, proactively understanding their priority and relationship to FBCSO, keeping track of periodic communication needed for priority contacts.
- Implement system that alerts ministry chairs and directors to upcoming deadlines on incoming requests or events.
- Inventory management including purchase of office supplies and equipment as directed.

- Assist in coordination and execution of meetings and special events.

Administrative Support

- Ensure that various administrative tasks are done in an effective and efficient manner, including copying, retrieving mail from post office, reviewing internal and external mail, drafting correspondence, screening phone calls and maintaining executive files as needed.
- Monitor and maintain organization of hard copy and electronic filing system.
- Prepare and distribute meeting notes and agendas for Senior Pastor and other ministries as needed.
- Manage master FBCSO calendar, appointments, correspondence, and travel arrangements.
- Support staff and ministry chairpersons and directors in research, projects and administrative work as assigned.

Communications

- Develop and maintain database of key media contacts and other stakeholders/constituents.
- Manage web-based and electronic communication efforts, providing updates and maintenance ensuring that content is current and posted in a timely manner in accord with communications strategy.
- Work with the FBCSO staff and volunteers to produce quarterly newsletters.
- Design invitations and programs (print and electronic) for events as requested.
- Ensure weekly bulletin is produced in a timely fashion.
- Update and maintain church member databases using approved software.

Skills/Qualifications: Bachelor's Degree preferred; knowledge of basic software programs including web-based communication systems, social media platforms and Microsoft Office Suite; Ability to think and act proactively to plan and prioritize work; demonstrated written and oral communication skills; knowledge of general office equipment and telephone Systems; must be highly organized, technologically sophisticated, self-motivated, and skilled at analyzing Information.

Sense of humor and a roll up your sleeves, get it done attitude a must!

To inquire about position, please submit cover letter and resume to:

ATTN: Office of the Senior Pastor at info@fbcso.org