

## **Job Description**

**Dayspring Baptist Fellowship, 922 Ninth Street, Durham NC 27705**

**Job Title: Administrative Assistant - Schedule: 15 hours per week**

**Date Revised: January 1, 2019**

**Summary:** This position supports the church staff administratively, including the pastor, worship leader, and all other ministry and administrative functions of the church as required.

**Responsibility:** This person will answer the phone, greet visitors, answer questions, open mail, schedule appointments and meetings, write correspondence, distribute information, collect and file information on personal contacts, account for income and expenses, publish a newsletter and update website information. The position requires an understanding and respect for the basic principles of the Christian faith as put forth by this Church.

**Skills Required:** Must possess good interpersonal and customer service skills in dealing with the staff, public and members of the church. High personal integrity and maintaining confidentiality is required. Must be skilled in planning work flow, meeting deadlines and accomplishing objectives. Specific skills in computer operation and software including keyboarding, Microsoft Windows 7, Outlook, e-mail, Word, Excel, PowerPoint and Publisher. Must have adequate English skills to write letters and articles using correct grammar. Must also have the capacity to learn and master basic financial data entry using the church's accounting software package.

**Effort Required:** Physical effort is minimal, mostly sitting at a desk plus some walking, standing, lifting, carrying, reaching and bending. The mental effort is of a higher degree, requiring working in a small office area of 12 x 12 square feet.

Concentration is required to prevent keypunch errors or listening errors. Some effort may be required to ensure that all information is acquired and verified to accomplish the project when expected.

### **Specification:**

Minimum High School graduate, or a GED along with of 2 years recent experience with the same responsibilities and skills as listed above.