



FIRST BAPTIST CHURCH OF HAMPTON

Founded 1863

Reverend Dr. Richard W. Wills, Sr.
Senior Pastor

Position Description

Title: Administrative Assistant

Reporting Relationship: Administrative Assistant reports to the Executive Administrator

The Administrative Assistant reports to the Executive Administrator of First Baptist Church of Hampton ("FBCH") and is responsible for the day-to-day administrative functions of the FBCH administrative office and provides secretarial support to the Executive Administrator, Executive Minister and Senior Pastor. Additionally, the Administrative Assistant provides broad administrative support to various projects and events at FBCH.

Responsibilities:

- Serves as the initial contact person for visitors to the administrative office;
- Facilitates requests of membership;
- Responsible for answering the telephones, the timely checking of email, voice mail and taking detailed and accurate messages;
- Responsible for receiving, recording and securing funds (i.e., tithes, offerings and monies from auxiliaries, etc.) and forwarding to the Financial Office;
- Receiving, date-stamping and forwarding of voucher and transfer of payment forms to the Financial Office;
- Receiving, date-stamping, logging and forwarding of mail on a daily basis;
- Facilitates copy requests from membership;
- Providing necessary secretarial and administrative support to the Executive Administrator, Executive Minister and Senior Pastor;
- Serves as membership coordinator using the ACS System;
- Responsible for maintaining and updating the FBCH Website and Portal;
- Responsible for the maintenance and filing of church documents and records electronically and hard copies;
- Oversees the reservation and booking for all church events;
- Maintains and updates the official master church calendar;
- Handling incoming correspondences and requests for information; determining priorities and taking necessary action to ensure prompt follow through;
- Composing, drafting and creation of letters and certificates as appropriate and requested;
- Responsible for the printing of all materials for Executive Council and Church Meetings;

- Ordering and maintenance of supplies and office equipment (i.e., postage meter, fax machine, telephones copiers, and printers);
- Responsible for updating the digital sign;
- Under the direction of the trustees, maintains an accurate inventory of all church equipment;
- Maintenance of a current and detailed vendor list;
- Contacting vendors for repairs and maintenance of business machines and equipment;
- Keeps immediate supervisor and other team members informed of all relevant information and issues;
- Responsible for maintaining the church e-mail and responding as appropriate or redirecting the e-mail to the proper staff, auxiliary or committee member for response in a timely manner;
- Maintains confidential records;
- Compiles and prints the FBCH bulletin, funeral programs and other publications as necessary;
- Coordination of ministry volunteers;
- Responsible for maintaining a spirit of excellence and an environment of professionalism, service, hospitality and consistency;
- Serves families in all aspects of the bereavement process i.e., assisting with the preparation of funeral services;
- Attends all team meetings, retreats, conferences, trainings and other events as required; and
- Performs all other duties as assigned by the Executive Administrator.

Qualifications:

- Associate Business Degree or experience in general/church business administration functions;
- Exceptional knowledge of office machines and procedures, proficiency in word processing, ability to organize central files and preparation and distribution of reports, ability to supervise clerical and volunteer staff and assign work duties;
- Must be computer efficient with software programs (Microsoft Outlook, Publisher, PowerPoint, Excel, Access, Photoshop and ACS);
- Must be flexible, cheerful and have a positive can-do attitude;
- Effective oral and written communication skills with strong meet and greet skills;
- Must be able to exercise sound judgment and perform duties in a mature, professional and disciplined manner;
- Must have excellent organizational skills and ability to multi-task and prioritize;
- Must be mature, honest, trustworthy and use sound judgment at all times;
- Must have excellent interpersonal skills and work as a team member;
- Must demonstrate initiative, resourcefulness and the ability to be flexible and creative;
- Must be a team player and be able to effectively work under pressure while maintaining a pleasant, positive and professional demeanor;
- Must be available to work flexible hours when necessary;

- Must understand the importance of confidentiality; and
- Capacity, ability and sensitivity to work with diverse groups and individuals.

Application Submission Requirements:

- CV/Resume
- Writing Sample
- 3 Letters of Reference
- Salary Requirement

The above must be postmarked or emailed by Monday, October 31, 2011. Send above documents to the following:

**Personnel Director
First Baptist Church of Hampton
229 North King Street
Hampton, Virginia 23669
careeropportunities@thefbch.org**