

SUPPORT STAFF POSITION DESCRIPTION

First Baptist Church of Honolulu

Position Title: Administrative Assistant

Reports to: Senior Pastor

Revised: 5/10/21

Job Summary: Provide administrative support to the office and Senior Pastor of First Baptist Church of Honolulu.

Qualifications:

1. High School diploma.
2. Computer skills – Must be proficient with Microsoft Word, Excel, and PowerPoint. Be knowledgeable on social media platforms.
3. Have strong writing and communication skills.
4. Church Member Care – Able to interact easily with people.
5. Must be able to lift and/or move up to 25 lbs.
6. Have a valid driver's license and own an insured vehicle.

Responsibilities & Duties:

1. Maintain church database of members and visitors.
2. Weekly Sunday Worship preparation: Coordinate and prepare worship bulletins including all inserts. Provide support to the preparation of PowerPoint, sermon notes, etc.
3. Do weekly reports & follow-up: Attendance reports, visitor letters and contact information, and prepare correspondence.
4. Act as the information center for the church – manage phone calls, and assist visitors, vendors, tenants, and others.
5. Organize and deploy volunteers for various projects/tasks.
6. Maintain corporate documents: minutes, financial reports, and others as specified.
7. Provide administrative support on the operation of the church: order supplies, maintain equipment, security, building keys inventory, manage master calendar, and support Leadership Team.
8. Financial Management – Oversee checks to be signed and assure security on financial information.
9. Performs other related duties as required or assigned by the Senior Pastor.

Supervision & Accountability: Senior Pastor

Employment Status: Part time (schedule is negotiable).

Compensation: \$11,000/Year

Work related travel: Reimbursed for mileage based on current rate established by the IRS.

Vacation: Two (2) weeks paid vacation following 12 months of employment.