



THE  
**First Baptist Church**  
OF THE CITY OF WASHINGTON D.C.

## ***Position Description – Administrative Assistant***

### **Authority:**

The position of Administrative Assistant is defined by this document as approved by the Membership of the First Baptist Church of the City of Washington, DC

### **Position Summary:**

The Administrative Assistant is a lay member of the Church's staff responsible for assisting the Pastor and others by performing various administrative tasks. This is a full-time, exempt (i.e., not subject to overtime) position based at the Church, reporting to the Pastor. At the Pastor's discretion, the day-to-day activities of the Administrative Assistant may be supervised by the Administrator. Flexibility with respect to time and location is at the discretion of the Pastor who may defer that authority to the Administrator.

Some local travel be required. Overnight travel is not anticipated.

### **Duties and responsibilities:**

- ❖ Clerical work such as:
  - Maintaining, updating and publishing church documents including Membership Directory, Church Calendar, etc.
  - Preparing, editing and distributing various written materials including mail, weekly updates/newsletters, calendar announcements, Order of Worship.
  - Updating "Upcoming Worship" page on FBC website.
  - Responding to Friendship Register and guest cards with letters to prospects and visitors; visitors and new member reports to staff and Church School Superintendent. Add names to database.
  - Performing other secretarial work as assigned.
- ❖ Administrative Assistant to the Pastor, Ministers and Administrator, including:
  - Maintaining office supply levels.
  - Answering telephone and directing calls.
  - Distributing and processing mail.
  - Performing other general staff support as assigned/needed.

- ❖ Event Coordination including:
  - Arranging to have flowers at Church services including Sunday worship, funerals, and when needed, home delivery.
  - Scheduling rooms and arranging other support for member meetings.
  - Coordinating in-Church activities of special events, visitors and outside groups renting space, including room coordination (in consultation with the Administrator).
  - Assuring that the appropriate persons/groups within the Church are kept informed of event plans and activities.
  - Performing other event coordination tasks as assigned.
  - Other duties as assigned.
- ❖ Essential Job Functions:
  - Works independently or with others with minimum of direct supervision.
  - Effectively communicates thoughts, ideas and concepts to others.
  - Develops and maintains good interpersonal relationships with others within and outside the Church.
  - Administers the day-to-day implementation of multiple programs.
- ❖ Minimum Position Requirements:
  - High school diploma or equivalent.
  - Demonstrable skill and experience as an Administrative Assistant responsible for implementation of multiple programs.
  - Demonstrable skill and experience as a user of contemporary information and communication technologies including telephone, Internet, e-mail, word processing, spreadsheets and databases as they are implemented at the Church.