

Send resume to: administrator@wacobaptistchurch.org

****Deadline to apply: 9/6/2023**

Waco Baptist Church Administrator

Principal Function: The administrator shall perform secretarial and administrative tasks under the day-to-day supervision of the Pastor, to support the overall function and activities of the church. He or she must have a personal commitment to Jesus Christ as Savior and Lord, and a strong desire to serve within the church.

Job Classification: This is a part-time position requiring 10-20 hours per week, under the supervision of the Senior Pastor. Flexible schedule with 2 weeks PTO after first year. Salary is commensurate with experience.

Responsibilities:

- Communicate effectively in a broad range of areas through mail, email, and phone calls.
- Greet visitors, screen and direct calls, and deliver messages.
- Schedule church building related service calls and building usage requests.
- Compose letters as requested and ensure that all correspondence is sent in a timely manner.
- Operate and recommend needs for office equipment.
- Maintain all membership records and update treasurer's report.
- Create, proof, and publish the weekly bulletin and maintain a calendar of church events.
- Ensure that all software and anti-virus programs are kept up to date and backed up regularly.
- Generate reports when required by the pastor and other staff members.
- Update the church website as needed.
- Keep all files in an orderly manner. Maintain records of baptisms, decisions, membership, and background checks.
- Organize key box and supply keys to staff and members as needed.
- Pick up, sort, and deliver mail to staff and leaders.
- Maintain inventory of office supplies and make materials available as needed.
- Prepare visual graphics and input songs in presentation software for worship services.
- Perform secretarial work for committees, directors, and church leaders.
- Order literature and curriculum as needed.
- Keep a record of contributions given to the church. Prepare and send annual tax statements.
- Compile and file all attendance records and prepare weekly, monthly, and yearly reports.
- Provide an updated committee list and church directory annually.
- Be present during VBS to maintain records and accounting.
- Complete any additional responsibilities and duties as directed by Pastor and/or church.

Requirements:

- Exhibits excellent clerical, communication, problem solving, and organization skills.
- Displays effective verbal, writing, editorial, and publishing skills
- Willing to learn new systems such as Canva, Proclaim, Adobe, etc.
- Demonstrates an attitude toward role as servant leader rather than "office help."
- Protects the reputation and integrity of others through strict confidentiality and wisdom, to refrain from indiscriminately sharing sensitive information.
- Willing to learn new skills and work as a team player.
- Be able to work independently and multitask with limited supervision.
- Be able to pass a background check and drug test.

Qualifications: The administrator of Waco Baptist Church should maintain a vibrant, growing personal relationship with God, and be committed to Christian principles and teachings both professionally and personally. The administrator should maintain Christian character in dress, conduct, and attitude. This position requires an in-depth understanding of a comprehensive field of knowledge acquired from experience in a similar position(s).