

Ministry Assistant - Job Description

Supervision: Accountable to, and supervised by, the Executive Director

1. Administrative Support & Office Management

- Provide administrative and secretarial support for the Network office and leadership
- Coordinate and maintain efficient workflow and procedures for the Network office
- Answer incoming telephone calls and greet guests
- Manage office supplies, equipment inventory, and purchasing
- Assist with copying materials and equipment use in the workroom
- Take Deposit to the bank (1x per week)
- Pick up the mail from the post office and sort

2. Communication & Publications

- Update and publish Bulletin Board information for churches
- Promote Network activities through newsletters, email reminders, social media, and online calendar; maintain knowledge of Network activities and publications to provide appropriate information for congregations and leaders
- Create and maintain graphic publications and social media content
- Manage mailing lists and databases (Leadership Network Team, Admin Group, teams, etc.)
- Update and maintain Baptist Toy Store applicant information and mailings
- Handle general communication with churches and Network leadership

3. Congregational Support Services

- Advise congregations on admin best practices (systems, software, office equipment purchases, etc)
- Assist Pastors and church clerks with Annual Church Profile; communicate with BSCNC
- Develop birthday and anniversary lists for all church staff
- Help create effective support systems for churches as opportunities arise
- Assist member churches with Background Checks

4. Event & Meeting Coordination

- Coordinate preparation and distribution of Annual Meeting materials
- Secure volunteers for meal and refreshment coordination for annual meeting
- Coordinate attendees and RSVPs for all Leadership & Impact Group meetings
- Support event planning activities
- Coordinate reservation of Community Outreach Trailer and supplies for special church events

5. Baptist Convention Engagement

- Participate in North Carolina Baptist Secretaries Association and National Association of Southern Baptist Secretaries as opportunities arise
- Act as a resource to Baptist conventions, boards, and agencies as opportunities arise

6. Professional Development

- Maintain personal devotional time
- Attend appropriate seminars, workshops, and conferences for professional improvement
- Maintain a reading program for personal and professional growth
- Establish and evaluate annual goals

Qualifications:

- Be a professing believer in Jesus Christ who is actively trying to live above reproach
- Be an active member of a congregation within the Network
- Exhibit an understanding of the unique ministry opportunities in this position (interact with all kinds of churches, pastors, and staff from 90+ churches in our area)
- Possess appropriate educational background and experience to fulfill position expectations; have some experience in the areas listed above