



The Cedar Street Baptist Church of *God*

Established 1867 - Over 100 Years of Christian Service

The Cedar Street Baptist Church of God is a growing faith-based ministry dedicated to serving God and His people. We are looking for a passionate and dedicated **part-time Administrative Assistant**.

Responsibilities include managing office supplies/office equipment, keeping the church's schedule, coordinating meetings, etc. Candidates should have an administrative background, be able to communicate effectively, and have a deep personal faith.

KEY RESPONSIBILITIES:

As the Church Administrative Assistant, your role is vital in supporting the smooth functioning of the church and facilitating effective communication among staff, volunteers, and members. Here are key responsibilities and duties for this position:

Commitment to the Church's Mission

A deep sense of commitment to the church's mission, values, and faith is essential in fulfilling the responsibilities of this role with passion and dedication.

Office Management

Maintain the church office and ensure it operates efficiently. These duties include managing office supplies, operating office equipment and technology, as well as organizing files and records for easy retrieval.

Visitor and Member Support

Greet and assist visitors, members and volunteers in a warm friendly manner. Address their inquiries, provide necessary information, and offer guidance as needed.

Event/Calendar Coordination

Assist in planning and coordinating church events, meetings, and activities with church members and staff. This includes managing the church's global calendar.

Database Management

Maintain and update church database, inclusive of membership and church records, attendance data, and contact information for effective communication. Strong computer skills encouraged.

Administrative Support

Provide administrative assistance to the pastor, the church administration, staff and various ministry teams. This shall include preparing documents, scheduling appointments and helping with day-to-day tasks to support their work.

Administrative Experience

Previous experience in administrative roles, preferably within a church or nonprofit setting, is valuable. Experience in managing office tasks, handling communications, and maintaining records is highly beneficial.

Organizational Skills

Must be highly organized and capable of managing multiple tasks efficiently. Strong time management skills are essential to handle various responsibilities.

Communication Skills

Excellent written and verbal communication skills are crucial in facilitating effective communication with church staff, volunteers, and members. The ability to maintain a warm welcoming demeanor when interacting with others is of the utmost importance.

Technology Proficiency

Proficiency in office equipment and software, such as Microsoft Office (Word, Excel, PowerPoint, Outlook), and familiarity with church management software. Knowledge of databases and online communication tools is an asset.

Team Player

The ability to work collaboratively with church staff, volunteers, the congregation, and visitors is important in fostering a positive supportive work environment.

Discretion and Confidentiality

As the role involves handling confidential and sensitive information, the candidate must demonstrate a high level of discretion and maintain confidentiality in all matters related to the office.

Education

High School diploma or equivalent is required. Additional education, such as a bachelor's or associate's degree in business administration, communications, or a related preferred.

Please mail resumes by April 19, 2024 to:

Cedar Street Baptist Church
Attention: Human Resources
2301 Cedar Street
Richmond, Virginia 23223