

Northpark Christian Church Secretarial position job summary

We are seeking a dedicated and organized Church Secretary to join our team. The Church Secretary will be responsible for providing administrative support to the church staff and assisting with various tasks to ensure the smooth operation of the church. The ideal candidate will have excellent organizational skills, strong attention to detail, and a friendly and professional demeanor.

``General Responsibilities``

- Greet visitors and answer phone calls in a courteous and professional manner
- Provide general administrative support, including filing, copying, and data entry
- Manage the church calendar and schedule appointments and meetings
- Assist with event planning and coordination, including scheduling volunteers and preparing materials
- Maintain office supplies inventory and place orders as needed
- Handle incoming and outgoing mail, including sorting, distributing, and preparing correspondence
- Assist with order entry for church materials or resources
- Support the church staff with various administrative tasks as assigned

``Requirements``

- Previous experience as a secretary or in an administrative role is preferred
- Strong organizational skills with the ability to prioritize tasks effectively
- Excellent written and verbal communication skills
- Proficient in using office software such as Microsoft Word, Excel, and Publisher
- Will also need to become proficient in Servant Keeper, ProPresenter, and Planning Center programs as well as other "sign-up" software programs.
- Ability to maintain confidentiality and handle sensitive information with discretion
- Knowledge of basic office procedures and equipment operation
- Familiarity with customer service principles and practices
- Ability to work independently with minimal supervision
- Must "own" this position—viewing it as a ministry and willing to go the second mile in helping to serve as a representative of the church.

Supervision

- Church secretary is under the immediate supervision of the Senior Pastor until otherwise noted.

Salary/wages

-\$16.00-\$17.00/hr.

If you are looking for an opportunity to contribute to a welcoming church community and support its mission, we encourage you to apply for the position of Church Secretary.