

Church of the Covenant 2666 Military Road, Arlington, VA 22207

Job Description: Church Secretary/ Office Administrator

Statement:

The secretary / office administrator will provide full secretarial assistance to the Pastor, and limited assistance to other staff members and church volunteers.

The secretary is the first point of contact for staff, congregation members and visitors.

The secretary must be dependable and able to respect the confidentiality of the position.

Required Skills:

- Proficient in MS Word, Excel, Power Point and Publisher
- Excellent typing and editing skills
- Data Entry
- Web Page Management

Desired Skills:

- Previous work experience in a church setting
- Willingness to learn new programs and procedures as needed
- Familiarity with social media a plus

Duties will include:

- Meet and greet all visitors
- Answer the phone and forward calls as requested. Retrieve and reply to voice messages
- Provide secretarial assistance to the Pastor and other staff as needed
- Type, edit, proofread, print and file the Sunday Worship Bulletin using Publisher
- Keep accurate electronic /and or paper files of all church programs including the Covenant Call newsletter.
- Data Base Preparation and entry.
- Prepare and print the Church directory
- Schedule and maintain the Facilities Use Calendar
- coordinate with Building Maintenance staff person
- Update all Bulletin Boards on a regular basis
- Order Supplies and Educational Materials when requested by pastor and /or Committee Chairs
- Provide assistance to Christian Educator/ Special Outreach Supervisor for special projects
- Be the contact person for the Pre-school teachers and other building tenants
- Other duties as assigned by pastor.
- Assist members with research for church programs, document copying and mailing as needed.

The Secretary is responsible to the Pastor who will provide supervision, support and direction as needed.

Salary and Benefits

Salary and benefits negotiable, depending on relevant work experience.

Hours: up to 10 hours a week off site during covid shut down –Tuesday to Friday

Position will revert to 20 hours a week with salary and benefits after current lockdown has ended.