



Thomas T. Davis, Jr.
Senior Pastor

RICEVILLE MOUNT OLIVE BAPTIST CHURCH
11539 South Gessner
Houston, Texas 77071
713-778-0992
www.ricevillechurch.org

Job Description

Church Administrative Assistant - Part Time

REPORTS TO: Senior Pastor (with dotted line to Church Business Administrator)

GENERAL JOB DESCRIPTION: We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to the Pastor and church members, assisting in daily office needs, and managing the church's general administrative activities. The successful candidate should ensure the efficient and smooth day-to-day operation of the Pastor's office. The Administrative Assistant is on the frontlines and is often the first person the public talks to or sees as the initial representation of the **Riceville Mount Olive Baptist Church**. For the church to do ministry in many areas, adequate support and administration for all ministries is essential. The Administrative Assistant must create an environment that is inviting to anyone passing through and is comforting and calming to those who may be dealing with bereavement, stress, or confusion. If you have previous experience as an Administrative Assistant and familiarity within a church environment, we'd like to meet you.

REQUIRED SKILLS AND PERSONAL TRAITS:

- A personal commitment to Jesus Christ as Savior and Lord and a strong desire to serve within the church.
- Outstanding interpersonal people skills (i.e., "I care").
- Excellent clerical, communications, and organizational skills.
- Proficiency in MS Office (MS Excel, Word, and Outlook, etc.)
- The ability to discern needs and take initiative to meet those needs.
- Highly effective verbal, writing, editorial and publishing skills.
- Ability to manage calendar of events and own work schedule without supervision
- Ability to work well with others, and nurture relationships with church staff and membership.
- Must have a professional attitude and display a servant's heart.
- Ability to protect the reputation and integrity of others through strict confidentiality. Wisdom to refrain from indiscriminately sharing information is critical.
- Willingness to work as a team player and overall dependability and accessibility are very important.
- Personal integrity must be above reproach.

RESPONSIBILITIES:

- Answer and direct phone calls
- Maintain Pastor's and church calendars
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Maintain contact lists for Pastor
- Book travel arrangements
- Provide general support to church members and visitors
- Attend staff and ministry meetings as needed
- Work closely with the Church Business Office (CBO) as needed; provide backup support for CBO administrative needs.
- Other duties as assigned

QUALIFICATIONS:

- Minimum of 5 years' experience (or equivalent) in administration
- Minimum associate degree or equivalent (required)
- Must be willing to join Riceville Mount Olive Baptist Church

OTHER:

- Job Types: Part-time ((Hours: Monday – Friday (10am – 3pm))
- Salary: \$22,000 - \$25,000 per year depending on experience
- Flexible schedule
- Paid time off
- Paid holidays

CONTACT / APPLICATION INFORMATION

- To be considered for the role, please submit your resume to inbox@ricevillechurch.org by February 28, 2024