

BONAVISTA BAPTIST CHURCH
JOB DESCRIPTION

POSITION:	Administrative Coordinator – Part Time	
CURRENT INCUMBENT:		
REPORTS TO:	Senior Pastor	
EDUCATION QUALIFICATIONS:	Post Secondary Certificate or Diploma Business Administration/Office Assistant Certificate or other related training.	
CORE COMPETENCIES		
Excellent Customer Service Skills Excellent Interpersonal Skills Tactful, diplomatic Ability to maintain confidentiality at all times Good Organizational Skills Excellent time management Excellent problem solving skills Excellent Communication Skills – verbal and written		Excellent computer skills in MS Word, EXCEL, and PowerPoint Excellent Social Media skills – Facebook, Twitter, Instagram and website maintenance Good Accounting Skills A team player Self Motivated Adaptable and flexible
SCOPE OF RESPONSIBILITY		
This position is responsible for the overall administrative function at Bonavista Baptist Church as well as providing administrative support to the Senior Pastor, Associate Pastor, The Elders Board and Ministry Leaders.		

Administrative Duties Include:

1. General reception – including answering telephone calls, receiving guests, providing information and distributing mail.
2. Manage the scheduling of the facilities including the completion of appropriate forms, waivers and payments
3. Maintain the church directory and data base
4. Ensure that the office is adequately furnished with supplies
5. Track and monitor key holders
6. Prepare documents for church and board meetings as needed
7. Assist the Pastoral staff and Ministry Leaders with administrative needs
8. Complete security checks for volunteers and maintain records
9. Monthly reconciliation of petty cash, MasterCard and Benevolence Fund
10. Management of benevolence applications
11. Monthly completion of employee sick and vacation accrual and usage
12. General filing and safekeeping of critical church documents
13. Communicating to Church Clerk regarding baptisms, child dedications, and membership changes
14. Provide refreshments for people meeting with Pastors
15. Prepare coffee/tea for Committee Meetings and/or Board Meetings
16. Other duties and projects as assigned