



Job Title: Church Coordinator of Second Macedonia Baptist Church

Position Reports to: Rev. Dr. Harold R. Jolley (*Pastor/Teacher*)

Salary Range: Hourly rate of \$22.50; 20 hours to be worked weekly (must be present for all leadership, semi and annual business meetings)

Position Overview: Responsible for the day-to-day operation of the church office and front desk. This includes ensuring a smooth-running office according to church policies and procedures. Support ministries with scheduling of events, functions and performing general office work related to the Second Macedonia Baptist Church. Provide administrative support to the Pastor of Second Macedonia Baptist Church.

Principal Accountabilities:

- Work in the office Mon–Fri., 10:00 a.m. - 3:00 p.m. with one-hour lunch break. Flexibility required.
- Attend Leadership meetings and Special Events.
- Perform general office work; order and maintain supplies for staff and church; church mailings; filing; errands, verify receipt of supplies and stamp and date all incoming mail and distribute by ministry.
- Ensures proper operation of equipment by completing preventive maintenance requirements; call for repairs; maintain equipment inventories; evaluate new equipment and techniques. Coordinate church deliveries and/ or vendors.
- Receptionist duties; exercise courtesy, and diplomacy in receiving and making calls and scheduling of appointments.
 - Manage church and facility calendar and scheduling.
 - Update and maintain Servant Keeper, the congregational database
 - Maintain minutes and notify attendees of church and staff meetings; coordinate meeting refreshments when necessary and as directed.
- Assist with maintaining of and reporting from church database, including church membership by month, sick and shut-in report quarterly.
- Write, design and/or edit of church correspondence, including the weekly, E-news (website) digital display updates, and PowerPoint's, etc.
- Publish a Weekly Online Newsletter with MailChimp
 - Create and Update Digital Flyers Using Canva and PostermyWall
 - Manage Church Zoom Account and notifications
 - Link an updated Sunday service
 - Publicize Upcoming ministry meetings
 - Include links to the updated Calendars and Ministry meetings
 - Generate and send Churchwide email notifications
- Serve as initial point of contact for any death notices, hospitalizations, etc.
 - Draft Words of Comfort and/or Resolutions for the approval of the Church Communications Committee
 - Draft a Churchwide Email for the approval of the family and the Church Communication Committee
- Financial Processing Support
 - Date all incoming mail/correspondence and distribute by ministry.
 - Provide all billing and expense reimbursement forms to Treasurer and Asst. Treasurer
- Assist Usher and Hospitality Ministries as Service Coordinator, responsible for oversight of the First Impressions Team (FIT) and overall look inside and outside the sanctuary, including Guest Reception, Information board, usher's area, etc.
 - Facilities Team: communicate priorities, request assistance in sanctuary needs (trash cleanup, staging)
 - Usher Team: coordinate any special needs, offering and/or communion changes, handouts to the congregation etc.

- Communicate any issues to the Pastor i.e. parishioner accomplishments, special anniversaries etc. prior to Sunday services and/or ministry meetings
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 - Create Technical Instructional Videos
 - Supplying one-on-one support to Church Leadership as needed

Job Skills Required: Self-initiating, highly energized team player, always seeking ways to relieve Pastor of administrative burdens, Reporting Skills, Administrative Writing Skills; Microsoft Office Skills, Proficient in MailChimp. Able to create and manage Google Docs; Managing Processes, Organization, Analyzing Information, Problem Solving; Supply Management; Able to follow through with delegated responsibilities in a timely manner; Supply inventory Control; Verbal Communication; Maintain Confidentiality, and Enjoy creating new systems/processes and/or improving existing systems/processes to make them more efficient. Able to learn new skills; always maintain professional decorum. Prior experience in a religious or spiritual environment is a plus.