

SECOND EBENEZER CHURCH – Detroit, MI.

Available Position: Administrative Assistant

Second Ebenezer Church is looking to expand its team! Our congregation has a rich history of supporting the community and those in need. We are a body of believers called to make a difference. If you are a progressive, high-energy individual interested in joining our team aimed at uplifting the gospel of Jesus Christ, please contact Annette Avery at annette@avery360.com for further details. No phone calls please.

Overview

The Administrator Assistant is responsible for managing the business affairs of the church in the most efficient manner to enable the church to achieve its objectives. The role reports to the Executive Administrator to the Bishop, with the primary functions of office operations, communication, records management, social media and website maintenance and administrative support.

JOB RESPONSIBILITIES

- Works with the Executive Administrator to the Office of the Bishop relative to all day-to-day functionality
- Monitor multiple email accounts and follow up as appropriate
- Create, maintain and/or organize presentations, reporting and special assignments for events, meetings, projects, and services
- Coordination of special events, including preparing preliminary budgets and travel accommodations for out-of-town guest
- Provide administrative support for all personnel activities and maintain personnel records
- Interfaces with vendors, oversee purchasing and maintains account information
- Collaborate and coordinate with Membership Services to maintain accuracy with master church calendar, relative to assigned projects, meetings, events, and services
- Monitor and update church website, social media pages and other publications to ensure consistent messaging, accuracy, and brand excellence
- Ensures proper maintenance of office equipment, i.e., printers, copiers, scanners, etc. and coordinates maintenance and repair services as needed
- Orders and maintains office supplies with allotted budget

QUALIFICATIONS

- Five years relevant work experience or equivalent combination of education and experience
- Strong administrative, organizational and time management skills
- Knowledge and proficiency with Microsoft Office, i.e., Word, Excel, PowerPoint and Adobe Design, website maintenance and various social media tools
- Excellent verbal and written communication skills
- Knowledge of or willingness to learn Shelby Next Software system
- A teachable initiative-taker
- Ability to manage pressure and deadlines
- Flexibility in work schedule, i.e., possible Saturday and/or Sunday commitment

- Ability to work in a positive, efficient, effective, and independent manner, as well as a team-based setting
- High level of integrity, confidentiality, and dependability with a strong sense of urgency, results orientation, and commitment to the mission of the church
- Experience in church ministry settings preferred

POSITION DETAILS

- Position is considered part time: 20 – 25 hours per week
- Hybrid work schedule available, i.e., work from home and on campus (exact schedule to be determined)
- Fast paced and results driven office environment

Learn about SECOND EBENEZER at [www. Secondebenezer.org](http://www.Secondebenezer.org)