

Location: Mount Vernon Baptist Church Westwood, Memphis, TN

Position: Administrative Assistant

Position Type: Full-Time

Reports To: Senior Pastor

Overview: Mount Vernon Baptist Church Westwood is seeking a dedicated Administrative Assistant to provide organizational support to our Senior Pastor, facilitate communication, and ensure a welcoming and efficient environment in the church administrative office for staff, congregation members, and visitors. The Administrative Assistant will help oversee the daily operations of our church office.

Key Responsibilities:

- **Pastoral Support:** Provide confidential administrative support to pastoral staff, assisting with correspondence and other tasks as needed.
- **Administrative Leadership:** Help oversee the administrative functions of the church office. Ensure smooth operation of all church activities through effective planning, organization, and delegation.
- **Communication Coordination:** Serve as the primary point of contact for internal and external communications. Manage phone calls, emails, mail, and other forms of communication, directing them to appropriate parties.
- **Document and Database Management:** Maintain accurate and organized records, including membership databases, donation records, and financial documents. Prepare weekly bulletins, newsletters, and other church-related materials.
- **Staff Support:** Provide administrative support to the church staff and pastoral team, assisting with scheduling, meeting preparation, and other organizational tasks.
- **Liaison to Congregation and Community:** Act as a liaison with the congregation and community, fostering an environment of open communication and support.
- **Publications and Media:** Assist with the preparation and distribution of church publications, including bulletins, newsletters, and digital content.

Qualifications:

- Bachelor's degree in business administration, management, or related field preferred.
- Proven experience in office management, administrative support, or a similar role.
- Strong organizational and planning skills, with the ability to prioritize tasks and manage time effectively.
- Excellent communication and interpersonal skills, with a heart for serving others.

- Proficient in Microsoft Office Suite and church management software.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- Commitment to the values and mission of Mount Vernon Baptist Church Westwood.

Skills:

- Leadership and team management
- Effective communication
- Organizational and multitasking abilities
- Problem-solving and decision-making
- Financial management and budgeting
- Technology proficiency

Working Conditions:

- Office environment within the church facilities.
- Standard office hours with occasional evenings and weekends for events and church services.

Compensation:

- The salary is commensurate with experience.
- The benefits package includes health insurance and paid time off.

How to Apply:

Interested candidates can submit a resume, cover letter, and any relevant references on our website {www.mt-vernon.org/careers}, email to {jobs@mt-vernon.org}, or mail to:

Mount Vernon Baptist Church
c/o Pastor Melvin Watkins
620 Parkrose Ave
Memphis, TN 38109

The cover letter should highlight your interest in the position, relevant experience, and how you envision contributing to the mission of Mount Vernon Baptist Church Westwood.

Application Deadline: [March 8, 2024]