

CHURCH SECRETARY AND EXECUTIVE ASSISTANT TO THE SENIOR PASTOR

Mount Olive Baptist Church is a 147-year-old congregation located in Arlington, Virginia which strives to be an inclusive family of believers committed to growth in and spread of the gospel of Jesus Christ, showing unity and Christian love in action by reaching out to our immediate community and beyond. Mount Olive is a predominately African American congregation whose membership resides throughout the Washington DC Metropolitan area. The Church is located within walking distance to Arlington National Cemetery and a five-minute drive into the Nation's Capital. Its roots go back to post Civil-war Virginia where it began in Freedman's Village outside Washington DC. Today, Mount Olive participates in mission work throughout the region and as far away as the nation of Haiti.

Position Description:

The Church Secretary and Executive Assistant to the Pastor is a regular full-time position providing administrative and leadership support for the Church Office. The role handles scheduling, logistics, correspondence, creation and coordination of meetings and event materials, and various special projects. This position helps in managing the relationship between the Church staff, Church leadership and the Pastor. The applicant will work directly with the Church Administrator to assure smooth operation of the Church administration functions as well as supporting the day-to-day needs of the Church office and acting as liaison with internal and external audiences, including members of the Diaconate Ministry, The Board of Trustees and the Church Board and members of the congregation. This position requires a can-do attitude. The ability to effectively and independently coordinate a high volume of competing priorities while maintaining a professional demeanor under pressure.

Essential Duties and Responsibilities:

- Serve as confidant to the Pastor.
- Provide Administrative Support to the Senior Pastor and Assistant Pastor.
- Serve as the primary point of contact for the Pastor with members of the Board of Deacons, Board of Trustees, Church Board, and external contacts (e.g., Neighboring Churches, community leaders and organizations, pastors, clergy, and lay leaders).
- Assist Pastor with worship services arrangements (e.g., Speakers, Preachers, Special Guests).
- Ensure that all visitors are greeted in a professional and friendly manner.
- Ensure that all telephone calls are answered and addressed in a professional and timely manner.
- Maintain office files, mailing lists and Pastor's contact lists.
- Manage incoming and outgoing mail including email correspondence.
- Schedule meetings and retreats logistics for the Pastor and Assistant Pastor (e.g., room reservations, IT, meals).
- Manage the Pastor and Assistant Pastor calendars. Maintaining and responding to requests for preaching and teaching invitations for the Senior Pastor.

- Make travel arrangements for the Pastor and the Assistant Pastor (i.e., flight arrangements, hotel reservations, car service and any other necessary reservations).
- Draft or finalize Pastor's correspondence.
- Track supplies, order as needed and submit vouchers for payment as necessary.
- Schedule meetings and assist in preparing and disseminating materials related to activities of the Church Board, Senior Staff meetings and other committees as assigned.
- Take the meeting minutes for Senior Staff meetings and semi-annual staff retreat.
- Other duties as assigned.

Qualifications:

The successful applicant will have completed a Bachelor* degree and can provide evidence of abilities to perform as a senior level executive assistant. Knowledge of and experience working in a church or non-profit organization is a plus, as is some knowledge of Baptist polity.

*Significant Executive Level Administrative experience (5 to 10 years) may substitute for a Bachelor's degree.

The following knowledge, skills and abilities are required:

- Outstanding interpersonal skills and exceptional oral and written communication skills.
- Strong planning, operational, and implementation skills.
- Self-starter who works cooperatively with others in a diverse, fast-paced environment; and handles multiple priorities.
- A thought-leader who comprehensively approaches and completes work assignments with a high degree of confidentiality, professionalism, credibility, and integrity.
- Excellent computer skills with Microsoft Office Suite, and Internet. Interest and willingness to learn software programs for church management (e.g., PowerChurch) and other software as needed.

This is full-time salaried position which includes benefits (retirement, disability, life insurance and pro-rated health insurance). Salary is negotiable based on experience.

Position Open until filled

To Apply:

Email cover letter and resume with contact information to: sjones@mtolivebc.org

Or mail to:

Mount Olive Baptist Church
Church Administration
1601 S. 13th Road
Arlington, VA 22204

Website: www.mtolivebc.org

Mount Olive Baptist Church is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability.

An offer of employment is contingent upon the establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986, as well as a background check, supporting references, and completion of The Mount Olive Baptist Church Child Safety training program.