

Church Office Secretary Job Description

Position: Church Office Secretary

Hours: 10-20 hours per week

Pay: \$25/hour

Job Summary

The Church Office Secretary provides administrative and clerical support to the church staff and congregation. This role requires a friendly and welcoming demeanor, strong organizational skills, proficiency in computer usage, and the ability to maintain confidentiality.

Key Responsibilities

- **Answer and direct church inquiries:** Respond to phone calls, voicemails and walk-ins.
- **Manage email and mail correspondence:** Respond to emails, sort and distribute mail, and maintain organized records.
- **Maintain church calendar:** Schedule events, appointments, and meetings, and ensure all parties are informed.
- **Prepare and distribute church bulletins and newsletters:** Gather content, format documents, and ensure timely distribution. Work with our contract marketing team to get information out.
- **Provide administrative support to church staff:** Assist with projects, prepare reports, and handle other clerical tasks as needed.
- **Manage office supplies:** Order and maintain inventory of office supplies and equipment.
- **Handle financial tasks:** Process donations, enter and reconcile credit card transactions, and assist with bookkeeping (experience with online QuickBooks is a plus).

Qualifications

- **Strong computer skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Gmail, Docs, Sheets).
- **Excellent communication skills:** Ability to communicate clearly and effectively both verbally and in writing.
- **Organizational skills:** Ability to manage multiple tasks, prioritize work, and meet deadlines.
- **Interpersonal skills:** Ability to interact with a diverse group of people in a friendly and professional manner.
- **Attention to detail:** Ability to work accurately and thoroughly, with a focus on quality.
- **Flexibility:** Desire to help where needed.
- **Confidentiality:** Ability to maintain confidentiality of sensitive information.
- **Experience with online QuickBooks (preferred):** Familiarity with online QuickBooks or similar accounting software is a plus.

Minimum Requirements for All Restoration Leadership:

- Regular attendance at a Life Group
- Participation in corporate prayer meetings and worship nights
- Commitment to leadership fasting requirements
- Intentional discipleship