



**Job Title:** Community Ministries Administrative and Ministry Assistant

**Center:** Executive Office

**Location:** Primary location is The Caring Center, 380 Arba St, Montgomery, AL with duties at various locations in the service area.

**Summary:** Acts as the administrative assistant to the Executive Director and provides ministry-wide administrative assistance. Responsibilities include general correspondence, financial management, event coordination, and ministry assistance. Acts as the customer service representative for the ministry to the public, volunteers, and church offices and members.

**Supervisory Responsibilities:** Minimal supervisory responsibilities are generally limited to the supervision of volunteers during special projects.

**Portfolio/Program Management and Job Responsibilities:**

1. Manages all interoffice and external communications related to accounts payable and receivable. Ensure all financial transactions are on time, complete, and accurate. Liaise with FBC business office as needed.
2. Manages all internal account reconciliation activities.
3. Assist the CLC Director with payroll activities.
4. Work with the business office for all financial reporting and report development.
5. Act as liaison with organizations desiring to use the Community Ministries' facilities.
6. Maintain employment records including vacation and sick leave. Submit employee timesheets. Ensure all work records are submitted correctly and on time.
7. Assist ministry directors with volunteer management and coordination.
8. Responsible for daily tasks including correspondence, filing, and typing documents.
9. Manage Community Ministries calendar of activities.
10. Responsible for meeting/event/ministry preparation including submitting work orders, production of materials, meeting set up, and catering requests.
11. Make travel arrangements for professional travel for Community Ministries team members.
12. Maintain all database resources.
13. Supports all ministries as the central point for ordering materials.
14. Act as the central point of contact for compiling/submitted inputs to church publications and media productions. Coordinates with church personnel as needed.
15. Maintains tutoring program documents.

16. Act as the receptionist for Community Ministries to receive incoming calls and direct them as necessary. Assist the Caring Center Director in scheduling food and financial assistance appointments.
17. Work with the Executive Director and president of the board of directors for all meeting preparation and to facilitate all meetings of the executive committee and the full board of directors.
18. Responsible for pick-up and delivery of correspondence from FBC Montgomery.
19. Conduct the Santa's Workshop program.
20. Performs other duties as assigned by the Executive Director

**Portfolio/Program Management and Job Responsibilities:**

1. Minimum of an associate degree desired
2. Proficient in the full Office 365 suite
3. Experience in office management, accounts payable/receivable, and payroll activities required. Access database proficiency desired
4. Proven ability to manage correspondence with multiple entities.
5. Desire to serve and minister to others.
6. Must be an active member of a Southern Baptist Association church.

**Certifications, Licenses, Registrations:** Valid Driver's License

**Physical and Environmental Demands:** Work is usually performed in a well-lit and temperate office environment. Physical demands include constant close vision work and the ability to adjust focus, frequent sitting, using hands and fingers to handle objects and operate office equipment and controls, reaching with hands and arms, and lifting weight to 25 pounds. Some walking, lifting, or moving objects which may exceed 30 pounds. Some work is performed outdoors in seasonal weather conditions.

**Send Resume to:** [chamilton@fbc-cm.org](mailto:chamilton@fbc-cm.org)