

First Christian Church Burleson Texas Secretary Job Description

The skills needed to perform the job include proficiency in Microsoft Office programs like Word, Excel, PowerPoint, and Publisher. The applicant will also be expected to learn computer software such as Easy Worship. The Secretary is also responsible for meeting salespeople and coordinating events with the Senior Pastor and other para-church organizations. Excellent communication and interpersonal skills will be required for making phone calls and communicating with members, visitors, and others who enter the office, whether it be in person, or by phone or email. The ideal candidate will be organized, and detail oriented with the ability to multitask.

The Administrative Assistant is responsible for managing the affairs of the church office during the week in a professional and efficient manner. Responsibilities include but are not limited to interacting with church members and potential members, members of the community, and salespeople. There will be regular interaction with church members, Senior Pastor, Board Chair and board members, and Cabinet Chairs. Maintaining attendance and visitor records, preparing Order of Worship bulletins for weekly services, and special services including memorial services. Prepare and email/mail the bi-monthly newsletter and various other weekly, monthly, quarterly, and annual documents and reports. The person in this position will be the face of the church and will need to exhibit high moral, ethical and professional standards to reflect the values and mission of the church.

Resumes can be sent to fccb.resumes@gmail.com or can be mailed to the church at First Christian Church-Burleson, P.O. Box 57, Burleson, TX 76097.