الكنيسة الإنجيلية العربية

Church Administrative Assistant

Basic Requirements:

- Born Again Christian
- Committed to the Church's vision and ministry
- Willing to receive instructions from the pastor and the church session
- Willing and able to work well with volunteers
- Proficient in oral and written English and Arabic
- Must be eligible to work in the U.S.
- Must be able to work at a fast pace and stick to weekly & monthly reports deadlines.
- Must be a self-starter with an innovative approach to administration and a keen eye for detail.
- Must be courteous and tactful with members
- Must be able to handle light bookkeeping.
- Must be comfortable working with technology, MS Word, MS Excel, Social Media & the church website and work with general data processing duties.

Job Description

1. Manage church database (members and finances information)
2. Manage maintenance for the church building.
3. Manage maintenance and rent for church rental properties.
4. Manage church insurance policies.
5. Manage church inventory and order supplies.
6. Manage the use of the building by maintain the church's schedule, and calendar.
7. Help with communications, church website and social media accounts.
8. Assist the pastor in office and administration work when needed.
9. Attend committee and session meetings when required.
10. Keep a detailed job log and submit a report to the pastor every month and to the financial committee every 2 month and to the session every 3 month and to the congregation once a year.
11. Perform other duties as assigned.

Education and Experience

- At least two years financial and administrative experience.
- Basic experience with book keeping and Financial Software.

Time: 10 hours a week