

## ***Ministerial Secretary - FT***

<b>Organization / Location</b>	<i>Trinity Baptist Church, Raleigh NC</i>
<b>Position Category</b>	<i>Administrative Staff</i>
<b>Immediate Supervisor</b>	<i>Associate Pastor of Administration</i>
<b>Hours</b>	<i>Full Time</i>
<b>Positions Supervised</b>	<i>None</i>

### **Summary of Position**

Produce and Publish Church Newsletter, Maintain Church Calendar, Administrative Support of Assigned Ministers

### **Duties and responsibilities**

- Maintain Church Calendar
- Production and Publication of Bi-Monthly Church Newsletter
- Social Media
  - Maintain and update all church social media platforms
- Publicity
  - Maintain daily schedule on all church whiteboard, monitors and other announcement media
  - Work with Publicity committee on sharing church events and ministries to the community
- Assist assigned ministers with administration tasks\*
- Maintain a working knowledge of all office equipment and support functions.
- Attend staff meetings.
- Endeavor to cooperate with and assist other members of the ministerial/support staff and project a helpful attitude in dealing with requests or inquiries from church members or the community.
- Perform other duties as needed and/or requested.

### **Education and Experience Requirements**

High school diploma required; college education preferred.

### **Knowledge, Skills and Ability Requirements**

Working knowledge of Microsoft Office

Working knowledge of Adobe InDesign is preferred

- Working knowledge of Adobe Photoshop is preferred
- Experience in Graphic Design is preferred

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<b>Date Approved by Personnel Committee:</b>	<i>January 2020</i>
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\*Currently assigned to:

Associate Pastor to Students and Recreation

Associate Pastor to College and Young Adults

Associate Pastor of Administration