**CORNERSTONE MISSIONARY BAPTIST CHURCH**

**Office Assistant (Internship)**

Reports to and takes direction from the Executive Minister/Church Administrator

Job description

*Position Summary:*

To support pastoral staff, the church administrator, and the ministries of the church in facilitating the vision of the church, in order to achieve the church mission and objectives.

*Education & Experience*

- Associate's Degree / High School Diploma or equivalent.
- 2-4 years of administrative or comparable experience.

**Knowledge, Skills and Abilities**

*Knowledge of:*

- Computer hardware and software to include: Microsoft Office, Adobe, and church management software (ACS);
- Emergency Assistance Program (EAP);
- Family Life Center booking coordination and facility tours; and
- CMBC meeting room scheduling.

*Skill in:*

- Communicating and interpreting information for correspondence;
- Prioritizing and organizing information with attention to detail; and
- Multi-tasking.

*Ability to:*

- Organize and distribute information;
- Take directives and follow through with details;
- Maintain confidentiality of personal information of the congregation and staff; and
- Operate office equipment to include: copier, fax, telephone and scanner.

***Duties & Responsibilities***

Weekly or as often as needed with changing needs of the Church

- Provides backup for entering worship and Sunday school attendance in membership software.
- Prepares visitor reports and letters and notifies visitation committee, as requested.
- Notifies the Senior Pastor, Executive Minister, Diaconate and Deaconess Ministries, lay ministries, and prayer ministry leader of disciples who are hospitalized or disabled; births, deaths, and weddings in church disciples and families of disciples.
- Provides the first level of response and facilitating inquiries and applications for use of the Family Life Center (FLC).
- Coordinates with Church Sexton and Family Life Center On-site Coordinator usage of Church properties.
- Coordinates with the church administrator to prepare staff meeting agendas.
- Assists with ministry meeting preparation through production of documents, handouts, reports, meals, reminders, and the recording of meeting minutes as requested.
- Assists the Executive Assistant with administrative duties for the Senior Pastor as needed.
- Serves as backup for ACS data entry to include posting contribution entries, income and vendor payments (via check or auto payments).
- Assist with the operations of Camp Cornerstone

*Miscellaneous Duties:*

- Takes initiative for new and special projects as requested.
- Represents the Senior Pastor in dealing with members of the congregation, other churches, and the community at large.