



Deveraux R. Hubbard, Sr. Pastor

**Position Title:** Executive Administrative Assistant/Office Manager

**Reports to:** Church Executive Administrator

**Pay Rate:** \$18- \$23 per hour, 40 hours per week

**Non-Exempt**

**Responsibilities:**

- Assist Lead Pastor and Executive Officers as needed.
- Organize, coordinate, and manage the day-to-day activities of the church office.
- Develop a proficient knowledge of the Church membership software, Church Community Builder (CCB) including creating and updating mailing lists, management of the public calendar, creating forms, and training leaders to set up and maintain ministry/group rosters, take attendance, and manage process queues.
- Research and the best Church membership Database to meet the current needs of the church.
- Enlist, train, support, and coordinate office support volunteer team to answer phones, provide clerical support to staff, and assist in other office-related activities.
- Assist with data entry, reporting and processing Financial Records in QuickBooks.
- Exercise tact, courtesy, confidentiality, and diplomacy in greeting and receiving people, in person, by telephone, and/or electronically.
- Supervise training and utilization of office equipment.
- Monitor the functionality of office equipment with related documentation of usage.
- Consistently research the cost of office supplies and equipment to ensure that the office is fully functioning at the most efficient cost.
- Track and drive key deliverables and follow up on outstanding items for executives.
- Assist in the production of church-related documents and assemble them as needed.
- Assist in the coordination of church-wide meetings, workshops, conferences, and events.
- Cultivate a spiritually healthy environment within the office.

**Qualifications, Skills, and Gifts**

- Possess an authentic and growing relationship with Christ.
- Minimum of 2 years of clerical experience.
- Associate's Degree or higher preferred.
- Educational and professional background with emphasis on office management, Microsoft products (Word, Excel, Publisher), and basic graphic design using software like Canva.
- Must be pleasant, tactful, and capable of honoring confidential communications.
- Must be able to build teams and work collaboratively with others.
- Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner, and maintain confidentiality at all times.
- Must possess good communication skills both orally and in writing.
- Must have the ability to prioritize, and effectively manage details, projects, and timelines.
- Must have a good awareness of office equipment, methods, and or procedures and a willingness to further their training as they implement best practices.
- Must have a high commitment to personal growth and development both spiritually and educationally.

*Please submit your Cover Letter and Resume to [khubbard@spbaptist.org](mailto:khubbard@spbaptist.org)*