

Administrative Secretary

BROMLEY ROAD BAPTIST CHURCH



BROMLEY ROAD
BAPTIST CHURCH

Bromley Road Baptist Church exists to lead people into a growing relationship with Jesus Christ, one step at a time. We strive to not make it difficult for people to turn to God by creating environments where the unchurched and non-believer are comfortable and can encounter God.

Position Summary

The Administrative Secretary will provide support to the various ministry areas of Bromley Road Baptist Church. The Administrative Secretary will work with all church staff and volunteers, under the supervision of the Senior Pastor, to oversee all aspects of the church office which includes the preparation of visual materials for worship services and other events that communicate the mission and vision of BRBC, accurate record-keeping, and more.

Qualifications

- Excellent communication skills in English (written and spoken);
- Strong computer skills (Microsoft Word, Excel, and PowerPoint, Google Calendar, Adobe Creative Suite and OpenSong as assets);
- Strong Organizational Skills;
- Commitment to the Mission and Vision of Bromley Road Baptist Church; and,
- A team player with a positive attitude.

Responsibilities

- Work with the Senior Pastor to prepare the weekly bulletin for worship services including the coordination of volunteers and confirmation of upcoming events. The weekly bulletin is the primary means of communication with attendees at worship services and should communicate the Mission and Vision of BRBC;
- Work with the Worship Director to prepare visuals for worship services (e.g. slides, announcement decks, etc.)
- Maintain the BRBC Events Calendar, tracking all upcoming events and responding to requests for space;
- Work with the Treasurer to coordinate rentals of the BRBC building by church members and community groups;
- Coordinate contractors who are working within the building throughout the week;
- Upkeep and maintenance of the Church Database; and,
- Other administrative duties, as required.

Terms and Conditions of Employment

- The typical work week will be 12 hours, with a general expectation that the office will be open four (4) days per week for up to three (3) hours. Hours are flexible and open to discussion;

- Hourly wage is \$18.50 per hour;
- Able to obtain a positive Police Records Check for Service in the Vulnerable Sector; and,
- Be willing to commit to the mission, vision and core values of BRBC.

Application Details

If you feel God is calling you to this position, please submit your cover letter & résumé to:

Paul Black

Chair, Board of Management

Bromley Road Baptist Church

jobs@bromleyroadbaptist.org

Please provide no more than three pages per submission, PDF format only.