

NBC Administrative Assistant

Pay: \$20.45 per hour, 20 hours per month.

The NBC administrative assistant supports the pastor and church leadership by handling communications within the church, coordinating office materials, and maintaining the church's records.

COMMUNICATIONS

Newsletter

- Send out newsletter the day before each Sunday
- Update sections accordingly with input from various ministry leads Contact ministry leaders twice per month for any newsletter updates.

Emails & Voicemails

- Check voicemail and emails once a week
- Accessing NBC's Voicemail inbox on the office landline
- Accessing NBC's Voicemail inbox on your personal phone

Other

- Support the Pastor and church leadership regarding any communications/notices relating to the church.
- Support the property deacon and property committee regarding administrative tasks related to the NBC property.
- Assist the Pastor in maintaining a record of first-time visitors to NBC.
- Keep records of member meeting minutes.

OFFICE

Printing

- Printing out Membership Welcome Cards on cardstock in the office
- Various materials for ministries (pamphlets for membership classes, posters, etc.)
- Ordering materials for the Office through Staples

ADMINISTRATION MAINTENANCE

Rentals

- Organizing rental inquiries (parking lot, church, etc.)
- Contact person for tenants (portable rentals) to relay requests to the appropriate NBC contact.

- Update park rental sheet
- Scan and/or store rental documents on Gdrive

Directory

- Update Board directory when officers change
- Maintain an updated Church directory of church members and adherents.
 - Keep an updated membership list to be used for church votes.
- Include new emails on NBCFamily Google Group and Mailerlite Mailing List

Website

- Update website with any ministry changes or church info