

## Job Posting Information

<b>Classification Title:</b>	Church Secretary
<b>Position:</b>	New Mount Calvary Baptist Church is seeking a part-time Secretary to assist with secretarial and clerical activities of the main church office as well as providing support to Ministry leaders and office staff.
<b>Job Summary:</b>	Maintenance and organization of reception area Answer telephone and take messages Ordering and maintenance of office supplies and equipment. Organization and maintenance of church calendar. Pick up, distribution and dissemination of all mail and correspondence Print, fold and disburse weekly bulletins. Keep accurate membership records (new members, baptisms, weddings, deaths, etc.) Process baby dedication requests and prepare baby dedication certificates Prepare and track member hospitalizations and deaths, etc. Route incoming faxes to appropriate staff Maintain and up-date all standard forms and ministry literature Collect rent and maintain accurate records and receipts and work orders Schedule weddings and special events on church calendar
<b>Minimum Salary:</b>	<b>Salary based upon experience</b>
<b>Education Requirements:</b>	A high school diploma or GED and minimum of three years' experience as a secretary or related position for this 20-25 hour per week position is required
<b>Preferred Experience Requirements:</b>	Three or more years of secretarial experience
<b>Qualifications</b>	Proficiency in (MS Windows Office, Excel, PowerPoint, Outlook) Excellent written and verbal communication and organizational skills Ability to deal with the public and be detailed oriented Individual must be a self-starter, service oriented Able to deal with multiple tasks and maintain confidentiality Equivalent work-related experience Proficiency in use of standard office equipment: copier, fax, etc. Strong Customer Communication skills Strong organizational skills Have excellent command of English composition and punctuation
<b>Applicant Instructions:</b>	Submit Resume & Application to: New Mount Calvary Baptist Church 4711 Kelley Street Houston, Texas 77026 <a href="http://www.nmcbc.org">www.nmcbc.org</a>
<b>Job Open Date:</b>	July 2, 2013
<b>Job Close Date:</b>	Until Filled