

# First Institutional Baptist Church is looking for a Church Administrator – Full Time

## Who we are

FIBC is a body of believers who are- believing and living, going and growing, sharing and caring as active witnesses of the Kingdom of God on Earth. With evangelism and discipleship as our top priorities we endeavour to fulfil the Great Commission of our loving and liberating Lord, Jesus Christ. The vision for our church is to become a discipling fellowship through evangelism and emancipation. We spread the love and good news of Christ to all who would believe and work to set people free from whatever might be oppressing them and keeping them from becoming all that God created them to be.

## What you'll be doing

The Church Administrator serves as the initial point of contact for members and visitors facilitating the administrative functions of FIBC.

You will be responsible for...

- Basic clerical functions necessary to maintain an organized, efficient office.
- Maintaining and ordering office supplies/equipment.
- Organizing and maintaining the centralized storage of all church documents, manuals, etc.
- Coordinating with vendors/contractors for maintenance of office equipment.
- Attending meetings and record minutes as needed.
- Assisting with the Bereavement Ministry for final arrangements and life celebrations.
- Co-sharing oversight of scheduling and use of facilities for optimum efficiency and fiscal gain.

Additional responsibilities...

- Preparation of certificates of baptism, membership, baby blessings, ordinations, licentiates licenses, deacon emeritus/emerita
- Attend and record church business meetings and others upon request
- Prepare business meeting reports
- Secure the church seal
- Preparation of resolutions/condolences
- Serve as backup for the Administrative Assistant to The Senior Pastor and Receptionist/Data Entry positions

## What we need from you\*

- 2-5 years of advanced administrative support
- Proven ability to work independently and manage multiple projects
- Excellent oral, written, organizational and interpersonal skills
- The ability to maintain confidence
- Knowledge or the ability to learn church database
- A solid working knowledge of Microsoft Office and Google Docs
- Experience with cloud storage systems such as Google Drive or Drop Box

## What personal characteristics will you bring to us?

- Evident relationship with Jesus Christ
- Outstanding organizational skills with proficient multitasking skills
- Team player with strong people skills
- Reflects a healthy, vibrant spiritual condition and core values

## Want to apply? Get in touch today

\*Successful candidates must be able to pass a background check