

**FIRST MOUNT ZION BAPTIST CHURCH**  
**ADMINISTRATIVE ASSISTANT VACANCY ANNOUNCEMENT**

**JOB DETAILS**

**Pay:** \$40,000 – \$41,500; salary offer will be based on a combination of education and experience.

**Job Type:** Full-time

**Benefits:**

37-hour work week [paid for 40 hours]; (typically 8:30am-4:30pm, Mon.-Thu.); (8:30am-1:30pm, Fri.)

401K with employee matching up to 4% after one year of employment

Federal paid holidays

Health Insurance

Life Insurance

Paid time off (up to 240 hours of accrued vacation leave can be carried over).

**Supervisory Responsibility:** None

**Schedule:** Monday – Friday; must be willing to occasionally work evenings and weekends.

**Work Location:** Dumfries, VA. This position offers a *hybrid* office/work from home opportunity after successfully completing six months of employment.

**FULL DESCRIPTION**

**About Us**

First Mount Zion Baptist Church (FMZBC) is a large, vibrant, and thriving church located just minutes away from Interstate 95. Located in the historic town of Dumfries, Virginia, Prince William County, approximately twenty-eight miles south of our nation's capital, Washington D.C., and approximately seventy-eight miles north of Virginia's state capital, Richmond, VA. It is minutes away from Quantico Marine Corp Base, and approximately ten miles from Fort Belvoir Army Post. FMZBC is well-respected and influentially known in the community and state. We are a progressive church that welcomes all. FMZBC is committed to advancing a noble vision and mission that focuses on community outreach and addressing some pressing issues of our time. Our church staff works in a professional environment, where teamwork is valued, and all individuals are respected and appreciated for their skills and talents. We believe in maintaining a positive workplace environment.

**Job Title:** Administrative Assistant

**Job Summary:** FMZBC is seeking an energetic and highly motivated Administrative Assistant (AA). The AA is responsible for performing administrative and clerical duties that actively support FMZBC's ministries and staff leadership. The AA reports to the Church Business Administrator. This individual has ongoing interaction and collaboration with the church's staff, church leadership, ministry leaders, and members. The AA performs a variety of interesting duties that contribute to effective church operations.

**Responsibilities:**

- Performs a variety of clerical and administrative tasks including drafting letters, memos, reports, maintaining files, and tracking key events for ministry leaders and staff leaders.
- Engages in agenda development, meeting preparation, taking and reporting meeting minutes.
- Supports church staff leaders and ministry leaders by reviewing building use request forms and updating electronic church calendar to reflect building use requests.
- Utilizes business credit card to purchase ministry leaders' office, church and member care supplies; reconciles credit card expenditures with purchase requisitions.
- Conducts ongoing reviews of purchase requisitions for accuracy and completeness.
- Prepares monthly, annual, and ad hoc operational reports for primary stakeholders.
- Creates PowerPoint presentations for church meetings, business meetings, and other events.
- Assists church intranet and database users by setting up user accounts and resetting passwords.
- Provides guidance, education, and training to key stakeholders on current and new church software application features.
- Maintains office equipment and coordinates repairs with external vendors.
- Serves as backup to church receptionist and executive assistant, when needed, by answering phones, assisting office visitors, handling incoming mail, assisting with travel arrangements.

**Qualifications/Skills:**

- Extensive knowledge of office administration and clerical procedures.
- Knowledge of software user account setup and resetting passwords.

- Ability to effectively work and contribute to a team environment.
- Ability to work proactively and independently.
- Ability to prepare written correspondence, edit and proofread.
- Ability to follow credit card procedures to procure office and church supplies, and member care items for ministry leaders.
- Ability to prioritize daily assignments, follow through on issues and meet deadlines.
- Ability to remain flexible and embrace change in a fast-paced environment.
- Ability to demonstrate professional and courteous customer service.
- Possess strong communication and interpersonal skills to build positive working relationships with church staff, ministry leaders, and church members.
- Demonstrate strong organizational skills and attention to detail.
- Demonstrate proficiency in Microsoft Office – Word, Excel, Outlook, PowerPoint and Teams.

**Additional Requirements:**

- Must possess a valid driver's license.
- Willing to undergo a background check.

**Education and Experience:**

- High school diploma or equivalent with a minimum of three years of administrative and clerical experience.

We offer our employees an incredibly competitive salary and benefits package. We are looking for an individual with the talents and skills required to contribute to our organization's growth and success. We are an Equal Opportunity Employer.

**To Apply:** Submit resume and cover letter to [employment@firstmountzionbc.org](mailto:employment@firstmountzionbc.org)

by 4:30pm, September 4, 2024. Submissions will only be accepted electronically.