



Redland Baptist Church
6922 Muncaster Mill Road, Derwood, MD 20855

Office Secretary (A) Job Description (Part-time)

Principal Function:

Serve as the voice and face of Redland Baptist Church to everyone who calls or enters the church office. Greet everyone who comes in the office. Answer and direct all phone calls. Support the pastoral staff, and church members with a focus on Worship Ministries.

Qualifications:

- Personable and professional
- Motivated and self-directed
- Strong organization skills
- Proficiency with MS Office suite (including Publisher)
- Proficiency with or willingness to learn Adobe, Photo Shop, Canva
- Proficiency in the use of standard office machines: copying, folding, etc.
- Ability to maintain confidentiality in areas such as financial records, counseling situations, and other private matters.

Lifestyle Expectations

- A growing Christian of high moral character
- An active member of Redland Baptist Church

Work Schedule:

- This is a part-time hourly, hired position (no benefits)
- Two days a week to coincide with office hours

Supervisor:

- Minister of Worship and Administration

Workflow Manager:

- Administrative Assistant

Responsibilities (reception/secretarial)

1. Maintain reception area
2. Answer phones, screen and route all incoming calls
3. Route any/all incoming communications (mail, email, faxes, phone messages)
4. Check email and respond in timely manner
5. Give office support to Minister of Worship (copying, printing, data base, etc.)
6. Create and Update Sunday and Wednesday Prayer List
7. Input SS/Grace Group records (database)
8. Assist with maintaining church database
9. Assist with Website and Church App Management
10. Assist with Social Media Management
11. Assist Administrative Assistant with other tasks as time permits
12. Lead/share occasional devotional with the office staff based on Biblical and Christian truths in keeping with Redland's principles and values.