



857 Easton Road, Bethlehem PA 18015

(610) 838-3111 | info@sauconbfc.org | www.sauconbfc.org

Administrative Assistant – Position Description and Qualifications

Qualifications

Spiritual

Candidates must be mature, born again followers of Jesus Christ, with a credible testimony, and preferably be a member of a Bible Fellowship Church. If the selected candidate is a member of Saucon Community Church, he/she must exemplify faithful attendance and service beyond this job description.

Personal

Integrity, honesty, modesty, humility, & coachability are essential. The ability to receive instruction and/or correction is a must. Successful candidates will be reasonably articulate, and will display the fruit of the Spirit in their interactions with SCC members, attenders, and leaders.

Professional

3-5 years secretarial experience is preferred, with experience in using Microsoft productivity software (Word, PowerPoint, Publisher, Excel). The position is technologically and digitally demanding, so experience and/or training in such is necessary. (See Description below).

Education

Minimum of a high school diploma.

Position Overview

General Description

This is an administrative/secretarial position that requires self-motivation, initiative, creativity, and diligence. The right candidate will not need to be micromanaged, and will be organized and accustomed to routines by which they will meet deadlines regularly. Flexibility with the job description is vital as SCC is a growing church with constant change in her future. This position will develop significantly over time.

Schedule

2-3 hours daily, 9a-11 or 12 noon, Monday through Friday, some afternoon hours may be required.

Chain of Command

The Administrative Assistant (AA) will be supervised by, and report directly to the Senior Pastor of SCC. The AA will also be responsible to support the elders and deacons of SCC as needed and deemed appropriate by the Senior Pastor.

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PO Box 317, Hellertown PA 18055



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Compensation

Hourly Rate commensurate with experience. Increases considered annually as the Lord provides to SCC.

Description of Duties

- Design & Prepare Worship Service Bulletins
- Opening powerpoint for Sunday morning
- Scripture Reading powerpoint for Sunday morning
- LED Sign Design & Updates
- Answers phone calls and return calls if necessary
- Update and send e-newsletter
- Retrieves, opens, and distributes the mail
- Orders office supplies
- Designs and maintains visitor welcome materials
- Does preliminary follow up with visitors
- Assists the Pastors as needed
- Maintains records/statistics throughout year for annual report.
- Assists pastor with annual reports.
- Assists Music leader with tech admin for worship music
- Sends church wide emails for ministry events
- Sends church wide texts for events or cancellations
- Orders supplies for fellowship hour or events
- Orders or prints church brochures or other literature
- Provides attendance reports and assists in reviewing them
- Updates church software: database, directory, & website
- Posts regularly to SCC Social Media
- Designs/creates spreadsheets as needed.
- Designs/creates publicity pieces/post-cards

How To Apply

Interested candidates should send a cover letter and resume, with both personal and professional references, to Pastor Keith Strunk, at strunk.kas@gmail.com.

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