

Pleasant Hill Baptist Church  
Shreveport, Louisiana

**JOB DESCRIPTION – OPEN UNTIL FILLED**

**ADMINISTRATIVE SECRETARY**

**PRINCIPAL FUNCTION:** Perform general office work, routine typing, and minor executive and clerical duties under the supervision of the Divisional Trustee.

***ESSENTIAL DUTIES AND RESPONSIBILITIES***

Essential duties and responsibilities include the following. However, other duties may be assigned:

- Maintain a high level of confidentiality.
- Remain calm under trying circumstances and work with frequent interruptions.
- Meet strict timeline and perform multiple tasks.
- Perform general office work; maintain supplies and various files; keep records and compile these into period or occasional reports.
- Distribute incoming mail.
- Transcribe dictation; use word processing equipment as required.
- Type routine correspondence and letters.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls. Keep calendar of activities.
- Schedule meetings and arrange appointments as needed for Pastor and other officials.
- Notify specific members of meeting dates when required.
- Greet those who come into office, answer their questions, give needed assistance, or refer them to the proper staff person.
- Type and prepare programs for all services, annual days, and other church events.
- Edit and prepare bulletins and church announcements.
- Make copies of correspondence or other printed matter.
- Maintain church financial records and prepare financial reports.
- Check and total all invoices when approved.
- Post receipts and disbursements of all accounts according to financial system.
- Post offering weekly to individual accounts; file envelopes.
- Receive and answer queries concerning financial matters; maintain files of invoices, correspondences, and reports.
- Prepare and issue checks to staff members, designations, and organization in accordance with church policy.
- Mail out pledge cards, stewardship letters, visitor's cards, envelopes, and other communications.
- Maintain updated membership base.
- Order literature and office supplies.
- Prepare outgoing mail.
- Neat, well-groomed, appropriately dressed appearance.
- Perform other duties and responsibilities as assigned by the Pastor and Trustee Chairman.

**This is a temp-to-full time position and ALL applications will be handled by Jean Simpson Personnel. If you are interested in being considered, please submit your resume to [Alicia@jeansimpson.com](mailto:Alicia@jeansimpson.com) and she will give you a call to follow-up.**