



Best Grove Missionary Baptist Church
1065 Tommy's Road
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Church Secretary

Position Title: Church Secretary

Reports To: Pastor and Heads of Ministries

Employment: Part-time

Hours: 10:00AM – 2:00PM, Monday-Friday

****May require occasional evening or weekend work for events or services*

Position Summary

The Church Secretary serves as the administrative support person for the Church, providing strong organizational, clerical and communication services to the Pastor, Ministry Staff and Congregation. Our ideal candidate will be highly organized, professional, discreet and committed to supporting the Church's mission.

Experience in business, management, and/or office operations. Excellent oral and written communication skills, including knowledge of social media. Handle sensitive Church matters with strict confidentiality and professionalism.

Qualifications:

- High school diploma or equivalent (college preferred)
- Proven experience in administrative or clerical work
- Proficiency in Microsoft Office (Word, Excel, Outlook and Publisher); familiarity with Church management software is a plus.
- Strong, organizational, verbal and written communication skills
- Ability to multitask, meet deadlines and work independently
- Positive attitude and commitment to the mission of the Church
- Must be dependable and punctual

Salary:

Negotiable.