

OFFICE MANAGER/DIRECTOR'S ASSISTANT

The Administrative Assistant/Office Manager will give direction to the overall functioning of the Associational Office and provide administrative support for the Director.

I. Responsibilities

1. Oversee the functioning of the Associational Office and perform administrative assistance for Directors, Committees and Associational Leaders. Responsible for receiving and distributing mail.
2. Serve as Administrative Assistant for the Director.
3. Supervise the clerical work, office hours, etc. of Associational Financial Secretary and Associational Ministry Assistants.
4. Design and prepare a monthly, online Associational newsletter.
5. Serve as Clerk to the Leadership Council and Executive Board and as Assistant Treasurer.
6. Prepare the Associational Annual and other major publications.
7. Recruit, train and supervise office volunteers.
8. Budget and oversee certain budget line items and serve as purchasing agent, along with the Financial Secretary.
9. Manage webpage information and provide content for Associational webpage and social media platforms.
10. Monitor routine backup and updating of computer systems. (We have a contract with a local company that assists with this.)
11. Secure from the churches the Annual Church Profile and process it according to recommended procedures.
12. Gather Associational and church information to keep database up to date to prepare appropriate information and reports.
13. Schedule reservations for the Block Party Trailer and coordinate with the Evangelism Team to maintain it.
14. Schedule reservations for the Missions Trailer and maintain it.
15. Oversee use of rooms and office space in the Associational Office.
16. Assist in planning/organizing events at the Associational Office and Associational meetings (ALC, EB, Annual Meeting, etc).
17. Perform other duties as assigned by the Director.

II. Relationships:

1. Employed by the Greene County Baptist Association.
2. Supervised by the Director.