



ABYSSINIAN BAPTIST CHURCH

224 W. Kinney Street - Newark, NJ 07102

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Reverend Dr. Johnnie D. Brooker, Jr - Pastor

December 6, 2023

The Abyssinian Baptist Church is looking to hire a Church Administrator. This will be a part-time position with variable hours. Salary commiserate with experience.

Please submit resume NO LATER THAN DECEMBER 15, 2023 to abyssinianabc@msn.com or

Abyssinian Baptist Church

ATTN: ADMIN COMMITTEE

224 W. Kinney Street, Newark NJ. 07103

JOB DESCRIPTION: CHURCH ADMINISTRATOR

The Church Administrator works as an interface with the community, supports the Pastor, the Joint Board and the Congregation. Manages the daily operations of the church and schedule of events.

Qualifications

- Three (3) years office or administrative experience.
- Good written, communication and interpersonal skills.
- Proficient in using Microsoft Office Word, Excel, Email and Browsing the Internet
- Strong computer skills and ability to operate office equipment.
- Attentive to details, team oriented and a positive attitude
- Ability to assist with posting content on social media when necessary.
- Ability to keep confidential and secure sensitive information.
- Committed to being a moral and upstanding representative of the church community.

Responsibilities, including but not limited to the following:

- Manage daily operations of the church.
- Greet and direct visitors, answer phone inquiries, handle concerns in a courteous and professional manner.
- Assists with the installation of phone systems, new copiers, computers and other church equipment.
- Coordinate schedules, arrange meetings, distribute memos, reports and ensure that everyone is kept current of necessary information.

- Assist with scheduling meetings, rental of church equipment, facilities, and enforcing church policies for facility use.
- Ensure office supplies are maintained, including checking inventory, contacting vendors and placing orders when needed.
- Create and maintain both electronic and physical filing systems
- Operate copy equipment, fax machines, printers and other standard office equipment when necessary.
- Handle the planning and execution of funerals, wedding, conferences and outside vendor events.
- Keep current membership records of all church members, including emails with their name, address, phone numbers and their status.
- Maintain communication with church members using automated calling system.
- Handle church mail, communications and publications, creating and distributing bulletins, flyers and newsletters.
- Good internet research skills.
- Research social media trends that are relevant to the Church activities.
- Have excellent written and oral communication skills.
- Assist with creating flyers for announcements of Church Services, Annual Days and Special Events.
- Assist with regularly management of church social media accounts and address concerns using social media platforms.
- Keep the Joint Board abreast of what is happening with and around the church.
- Schedule and oversee security needs for all activities and events on church calendar.
- Build and maintain relationships with the congregation and community.