Administrative Assistant Job Description

Principle Function: Provides administrative support to Sr. Pastor, all church operations, and has general charge of the church office. Reports directly to the Pastor and is accountable to the Personnel Committee and Church Body.

General Statement: As an employee of Newington Baptist Church, one must always keep in mind the spiritual nature of church work and conduct oneself accordingly. Absolute confidence must be maintained in all matters of church business and other information which comes to your knowledge at the church. It is important to quickly resolve any misunderstanding that may occur in dealing with any church member or the public in the Christian spirit.

Position Requirements:

1. Must be personable and relate to the public in a Christian spirit.
2. Can efficiently navigate commonly utilized computer apps and type on a keyboard.
3. Can operate all general office equipment.
4. Can efficiently utilize and operate all common office software including Word, Excel, PowerPoint and Canva, as well as operate a multi-line phone.
5. Must complete and have an approved Background Check.
6. Must have a Christian background and be familiar with the standards, principles, and Biblical values that are the foundation of all we do. Confidentiality is required.
7. This position is the public face of Newington to the community. Biblical moral standards of behavior are required in the office, in public, and on social media.
8. Must be able to sit at desk for long periods, follow directions, multi-task, think creatively, work on a team, and effectively communicate both in writing and orally.

Please email resume and completed application by November 9th to nbcconnect@newingtonbc.org