

**Company name: Tabernacle Bible Church**

**Title of position: Office Administrator (previously Administrative Assistant)**

**Position type: Full-Time**

**Employee type: Hourly**

Tabernacle Bible Church is located in the Northeast area of the city. The Northeast area was historically the part of Wichita where Black citizens lived and raised their family. *Tabernacle Bible Church is one of approximately 115 Black churches in the Wichita community. It is one of the oldest and largest with a strong history of gospel musical excellency.*

**Position Summary:**

The Office Administrator will work as part of the church office team to ensure that the needs of the church are met on a daily, weekly, and monthly basis. This person will perform a variety of office and administrative duties and tasks that contribute to a smooth and efficient workplace. Acts with discretion and maintain confidentiality with church records and when in contact with sensitive information. Must be able to collaborate well with co-workers, ministry leaders, congregation and the public in a manner that is friendly, supportive, courteous, cooperative, and professional.

**\*Snapshot of Job Responsibilities:**

Responsible for the administrative, coordination, and organization of the church calendar annually and monthly as they report to the Office Manager.

Prepares and distributes correspondence, letters, memos, reports, forms, Messenger newsletter, programs, and flyers.

In the absence of the Office Manager serves as lead for the team.

Receives, screens, and directs incoming calls; takes and relays messages to the appropriate person in a timely manner.

Review and answer emails.

Operate all of the office equipment, i.e., copier, fax, folding machine, etc.

Run errands as requested by the Pastor and/or Office Manager.

**Minimum Qualifications:**

High School Diploma or equivalent

Two plus years of office experience

Proficient in standard computer software such as Microsoft Office applications.

Excellent communication skills both oral and written.

Must be able to work a flexible schedule.

**How to apply:**

Visit [www.tabernaclebiblewichita.com](http://www.tabernaclebiblewichita.com) to submit a profile and upload a resume which is the first step in the application process.

**Closing date:**

45 days from the initial position posting.

*Tabernacle Bible Church is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*