

ABCNYS
Administrative Assistant
Job Description
5/2024

THE POSITION

This position is a part-time nonexempt position for 25 to 30 hours per week, not to exceed 30 hours without the approval of the supervisor, with American Baptist Churches of New York State. The Administrative Assistant shall provide administrative support to the Executive Minister and to the various ministries of the Region and shall coordinate the day to day activities of the Region office.

The Administrative Assistant will be supervised by the Executive Minister. There shall be an annual job evaluation in compliance with the ABCNYS Personnel Manual.

The following qualifications are preferred for this position:

- A bachelors degree from an accredited university or college
- Effective written and spoken communication skills
- The ability to undertake and complete tasks with minimal supervision
- The capacity to work with a diverse group of persons demonstrating respect and sensitivity
- A familiarity with protestant ecclesiology and practice, ideally with Baptist traditions, would be helpful
- Ability to use *Microsoft Publisher*
- Competency with email applications
- Competency with *Microsoft Word*
- Willingness and capacity to use or learn to use *Constant Contact*
- Willingness and capacity to use or learn to use *NetSuite software*

JOB RESPONSIBILITIES

- Create and publish Region publications, such as *Paragraphs for Partners*, *Region Notes*, *Since You Asked*, etc. Distribute other items as requested by the Executive Minister
- Communicate information related to Region life to Region constituencies, staff, committees, and boards
- Facilitate the collection of annual church report forms
- Serve as the liaison between the Region and *Net Suite/ABCUSA*
- Maintain Region church and church leadership files
- Maintain and periodically publish the Region Directory and Annual
- Maintain Region postal mailing and electronic email lists
- Provide administrative and recordkeeping support to the Lay Study Program and the Regional Committee on Ministry.
- Maintain the inventory of office supplies
- Coordinate arrangements for Region board and committee meetings and Region conferences and workshops. This does not include the Region Biennial.

REMUNERATION

The Administrative Assistant shall file biweekly timesheets. Vacation, sick days, and holidays will conform to the ABCNYS Personnel Manual. The employee may voluntarily make contributions to a 403(b) account with the Ministers & Missionaries Benefit Board (MMBB).