

VACANCY ANNOUNCEMENT
EMMANUEL BAPTIST CHURCH
An Equal Opportunity Employer

ANNOUNCEMENT NO: EBC-25 01-000 1

POSITION TITLE: Administrative Assistant

OPEN PERIOD: December 30th 2025

SALARY: To Be Determined

DUTY LOCATION: Emmanuel Baptist Church,
2409 Ainger Place, SE
Washington, DC 20020

AREA OF CONSIDERATION: All Sources

TELEWORK: No

TRAVEL REQUIRED: Local travel may be required at times in support of the Pastor and other church activities.

WORK SCHEDULE: Full-Time Permanent

DRUG TESTING: A pre-employment drug test is required as a condition of employment as well as a security background check. An offer of employment is contingent upon successful completion of a drug screening.

POSITION SUMMARY:

The incumbent performs the duties of the church Administrative Assistant directly supporting the Pastor, managing the operations of the church office as well as supporting the ministries of the church while demonstrating outstanding abilities and Christian character. Serves in the role as the church Office Assistant in his or her absence.

DUTIES:

The Administrative Assistant directly supports the Pastor, and all meetings, events and activities related to the role of the Pastor. The incumbent will prepare letters, memos, presentations, reports, lesson plans, church programs, etc. for the Pastor and ministries of the church. Manages the Pastor's schedule and the church calendar of activities, prioritize meetings, conferences, and speaking engagements, ensure briefing materials are prepared, and access to outside meetings are complete and travel logistics are arranged. Ensure that administrative practices and procedures of the church office are consistent, and workloads and projects are completed accurately and timely. Receives and responds to telephone inquiries, responds to topics and questions pertaining to the projects and programs of the church, screens incoming mail, distributes mail to

appropriate ministries, prioritize incoming correspondence to be handled by the Pastor or church ministries and responds with clarity to routine inquiries. Organize and coordinate special programs and events with professionalism, creativity, and excellence. Ensures record management of the church files are up to date and manages the office and supplies. May require periodic evening and or weekend availability. Exercises considerable judgement and discretion in communication and releasing or sharing information. Performs other duties as assigned.

SPECIALIZED SKILLS AND EXPERIENCE:

1. Range of Technology
 - a. Microsoft Suite – Word, Excel, PowerPoint
 - b. Goggle Workspace
 - c. Postermymwall - Graphic Design
 - d. Church Management Software – Power Church
 - e. Event Coordination
 - f. Use of Social Media
Content
Video
Photograph
2. Incumbent should have an authentic relationship with Jesus Christ as Savior and Lord.
3. Be faithful to the Baptist faith, principles, and doctrine.
4. Committed to the church's vision, loyal to the pastor, leadership, and people.
5. Confidentiality and trust is a must at all times. Lack of confidentiality is reason for immediate dismissal.
6. Love and respect for all congregants.
7. Welcoming to all visitors.
8. Dependable, responsible, self-motivated, wise judgement, exercise discernment at all times.
9. Trustworthiness is essential.
10. Sense of humor and a positive attitude.
11. Must be a Team Player.
12. Must see this position as a calling to ministry.
13. Must have an eye for EXCELLENCE!

REQUIREMENTS AND QUALIFICATIONS:

1. General experience in an office environment, including knowledge of computer applications
2. U.S. Citizenship
3. At least 18 years of age
4. Possess a valid Non driver's or U.S. driver's license or other form of positive identification

EDUCATION:

1. Minimum High School Diploma or GED
2. Associate Degree with concentration in Office Administration recommended
3. 3-4 years experience of Office Administration

EVALUATION CRITERIA: Candidates will be evaluated on their interview and work performance, background check, and response from references.

BENEFITS:

1. Paid Annual and Sick Leave
2. Health Insurance

HOW TO APPLY:

1. Submit application and resume to LaVerne Randolph, Personnel Committee, Chair via email to laverner3@yahoo.com, mail to 2409 Ainger Place, SE, Washington, DC 20020, Attn: Personnel Committee, or drop off at Emmanuel Baptist Church.
2. Submit 3 references to include their name and contact information.
3. Submit names and contact information of last 3 previous employers.