

Job Description

Secretary at Harlan Christian Church

Qualifications: The secretary for Harlan Christian Church must possess high personal and moral conduct and character and a minimum of a high school diploma along with the following skills/qualities: ability to handle and maintain strict confidentiality of records and communications; strong communication skills; ability to work as a productive team member; strong skills in computer, technology, and social media with a willingness and aptitude to learn technology programs and platforms used by HCC; ability to work independently and to manage time well; and ability to handle stressful situations with flexibility and poise. The secretary will be expected to handle job duties in a professional and Christ-like manner. Finally, the secretary will present, promote, and represent HCC in a positive light to its members, other churches, and to the community.

Job Duties:

1. Create and mail weekly newsletter

The secretary will create and update the weekly newsletter with information provided by pastoral staff. Secretary will prepare and distribute the newsletter via hard copy using postal service or electronic means.

2. Monthly Calendar

The secretary will create monthly calendars and distribute them with the newsletter and post them electronically prior to the beginning of the month. The calendar will be reviewed by pastoral staff prior to distribution.

3. HCC Website

The secretary may be asked to maintain the website, updating as needed. Information will be provided by pastoral staff.

4. Church Social Media Accounts

The secretary may be asked to update information on the church social media accounts and communicate through those means as needed. Information will be provided by pastoral staff.

5. Church Prayer Chain

The secretary may be asked to send out texts via the church's texting platform for the church prayer chain and announcements.

6. Slides

The secretary will create all slides, using the church's approved platforms, for the worship service on Sunday mornings and for other ministries as requested by pastoral staff. Information for slides will be provided by the pastoral staff.

7. Church Event Calendar

The secretary will schedule all events that take place at the church and make sure that they are written in the main church calendar book.

8. Purchasing Process

The secretary will place pre-approved orders requested by pastoral staff or other church leaders. The secretary may also be asked to handle cash and check payments, issue receipts, and maintain minor financial records.

9. Receptionist

The secretary will answer phones, take messages, and give to proper persons while on duty.

10. Communicate Lay Service Schedule

The secretary will notify each week the person(s) who is/are volunteering that week at the church.

11. Regularly Back-up Electronic Files and Records

The secretary will use all back-up systems to keep the records of HCC secure and confidential at all times.

12. Secretary Duties

The secretary will type and file HCC Board meeting minutes and other church records as needed. The secretary will also be responsible for other written communications and making copies as requested by the pastoral staff. Finally, the secretary will support the pastoral staff in completion of their duties and may be asked by pastors to support other HCC ministries with secretarial assistance.

13. Other duties as assigned.

Terms: The secretary will work a minimum of 6 hours per day/five days per week for 50 weeks at an hourly rate of \$13 per hour.

Supervisor: Senior pastor

Applications: Applications should include a letter of interest, an employment history, and three references who can speak to job performance and skills and/or personal character. Applications are to be submitted to:

David Johnson
Harlan Christian Church
130 S. First Street
Harlan, KY 40831

or via email to david@harlancc.org.