

Administrative Assistant to the Senior Pastor Job Description (Exempt)

Position Title: Administrative Assistant	Location: Mt. Moriah Baptist Church 1636 East Capitol Street, NE Washington, DC. 20003
Hiring Manager: Dr. Lucius M. Dalton Senior Pastor	Workdays & Hours: 30 hours per week (Hybrid) Monday, Wednesday, Friday (In-Office) Tuesday, Thursday, Sunday (Remote)

About Our Church

Located in the heart of Capitol Hill, Washington, D.C., our church has been a steadfast presence in the community for over 140 years. As a multigenerational Baptist congregation, we are rooted in a rich legacy of faith, service, and spiritual growth. Our mission is “to lead souls to Christ, to demonstrate the standard of Christian living, and to spread the Gospel of Jesus Christ.”

We are passionate about honoring our history while embracing innovation and inclusivity as we look to the future. Through vibrant worship, meaningful fellowship, and a deep commitment to the Word of God, we strive to be a light in our community and a place where all generations can grow in faith together

Job Summary:

The Administrative Assistant to the Office of the Senior Pastor (OSP) plays a critical role in supporting the Senior Pastor through a wide range of administrative duties, responsibilities, and, as needed, crisis management and mitigation efforts. This individual oversees the daily operations of the Office of the Senior Pastor and serves as the primary liaison for church discipleship, visitors, and other stakeholders seeking to communicate, schedule meetings, or formally engage with the Senior Pastor.

Primary Responsibilities:**A. Reception and Communication Management**

- Receives and directs telephone calls and visitors to the Senior Pastor's Office.
- Answers the church telephone, screens calls, takes messages, and initiates follow-up contact as directed by the Senior Pastor.
- Greets and assists visitors and members, providing information about the church's services, hours of operation, ministries, and community outreach.
- Reviews and prioritizes emails, telephone messages, and daily mail for the Senior Pastor and the church.

B. Calendar and Scheduling Management

- Maintains the Senior Pastor's calendar by scheduling appointments, and when appropriate, redirects appointments to other pastoral staff as requested.
- Coordinates and records meetings, conferences, and church-wide activities on the church calendar.
- Ensures the proper completion and processing of church facility request forms for ministries and outside organizations.
- Coordinates the preaching schedule for Mount Moriah Baptist Church, including scheduling guest preachers and teachers.

C. Meeting Preparation and Support

- Assists in preparing for meetings by producing documents, handouts, reports, agendas, and arranging meals, as needed.
- Supports the Senior Pastor with the preparation and execution of monthly meetings for Deacons, Trustees, and other ministry groups.
- Provides administrative support for quarterly Ministerial Meetings, including agenda preparation and distribution.
- Records and distributes meeting minutes when requested and ensures meetings are conducted professionally and efficiently.

D. File and Records Management

- Maintains the Senior Pastor's files, including sermon and visitation databases, expense reports, vouchers, and other critical documents.

E. Administrative Support for the Senior Pastor

- Drafts, reviews, and manages correspondence, emails, and official letters on behalf of the Senior Pastor.
- Scans documents and prepares ministry-related communications, reports, minutes, and annual reports.

- Arranges ministry-related travel for the Senior Pastor and secures transportation and accommodations for special guests.

F. Ministry Support

- Provides administrative support to various ministries of Mount Moriah Baptist Church, as directed by the Senior Pastor.

G. Other Duties

- Performs additional duties as assigned by the Senior Pastor to support the mission and operations of the church.

Qualifications:

- Strong organizational skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Excellent interpersonal, verbal, and written communication skills.
- High level of discretion and ability to maintain confidentiality.
- Demonstrated commitment to providing exceptional service to members, visitors, and staff.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office technologies.
- Prior experience supporting senior leadership in a church, nonprofit, or similar environment preferred.
- A commitment to the Christian faith and alignment with the values of Mount Moriah Baptist Church.

Education and Experience:

- High school diploma or equivalent required; a bachelor's degree is preferred.
- Minimum of 3–5 years of experience as a senior-level administrative assistant, preferably in a ministry or nonprofit setting.
- Strong working knowledge of office equipment, including desktops/laptops, mobile devices, copiers, telephones, calculators, and fax machines.
- Proficient in Microsoft Office Suite (Word, PowerPoint, Publisher, Outlook, Access, Excel), Adobe Acrobat (PDF), database systems, and Google Suite applications.
- Ability and willingness to quickly learn and effectively use digital platforms, including:
 - Church website management (Wix.com)
 - Online desktop publishing (Canva.com, PosterMyWall.com)
 - Social media posting (Twitter, Facebook, Instagram)
 - Email marketing tools (MailChimp.com)
- Excellent telephone etiquette, with efficient, caring, and discerning communication skills.
- A strong commitment to supporting and assisting the Senior Pastor in fulfilling ministry responsibilities and alleviating administrative burdens whenever possible.
- Demonstrated ability to work collaboratively as part of a team.
- A personal and growing relationship with Jesus Christ, evidenced by regular prayer, Bible study, and faithful participation in worship and church life.

Important Skills and Personal Traits:

- Absolute commitment to maintaining confidentiality in all matters.
- A genuine gift of hospitality and a welcoming spirit.
- A helpful, cheerful, diplomatic, and caring servant attitude toward all individuals.
- Exceptional organizational skills, with careful attention to detail.
- Ability to engage and work effectively with a multigenerational congregation, including pastoral staff, church officers, ministry leaders, other disciples, and visitors.
- Strong ability to prioritize, multitask, and manage time effectively in a fast-paced, dynamic environment.

Email Resume to: Office of Senior Pastor

pastordalton@mountmoriahchurch.org