



Administrative Assistant, Membership & Reception Job Description

Summary: Manages the data integrity of First Baptist Church Carrollton membership database; works the Reception desk; supports all activities of First Baptist Church Carrollton.

Principal Responsibilities:

1. Manages and maintains the church database, primarily Fellowship One.
2. Enters and edits all information in the church database system including member's info as well as new guests, event participants, etc.
3. Enters weekly assigned contacts for individual ministries.
4. Processes guest registration, new check-ins, new members and new web site accounts weekly.
5. Oversees all responsibilities for check-in including procedures and staffing.
6. Consults with ministries to find more efficient approaches to using the database to improve the functionality of their ministries. Works to develop and deploy new processes of managing ministries.
7. Oversees the set-up of all ministry activities and rooms to ensure consistency in reporting of attendance and other data.
8. Processes all incoming requests for letters of recommendation.
9. Processes all volunteer Leadership Profile applications and background checks.
10. Works as afternoon Receptionist and is the primary fill-in for the morning Receptionist as needed.
11. Performs special projects and other duties as required.

Reporting Assignment: Reports to Associate Pastor, Education and Director, Human Resources

Classification: Regular Full-Time Hourly Employee
Non-Exempt

Experience: Proficiency in Microsoft Word, Microsoft Excel required
Experience with Microsoft Outlook preferred