

Administrative Secretary

Sarepta Baptist Missions Network

Position: Part-time Administrative Secretary

Reports to: Director of Missions

Schedule: Six hours per week, with scheduling coordinated with the Director of Missions

Compensation: \$96 per week for six hours of work (\$16 per hour). Regular weekly pay will continue during the designated Christmas office closure.

Position Purpose

The Administrative Secretary provides dependable administrative and communications support to the Director of Missions and helps promote the mission and ministries of Sarepta Baptist Missions Network.

Primary Responsibilities

Weekly Digital Sarepta Network News

- Gather and organize ministry updates, church announcements, upcoming events, and other approved content.
- Prepare, proofread, and publish the digital *Sarepta Network News* each week.
- Maintain the email distribution list and distribute the newsletter on schedule.

Quarterly Printed Sarepta Network News

- Prepare and proofread the quarterly printed edition of *Sarepta Network News*.
- Coordinate printing and prepare copies for mailing.
- Maintain an accurate mailing list and mail the newsletter to recipients.

Secretarial and Administrative Support

- Assist the Director of Missions with correspondence, document preparation, filing, scheduling, and other secretarial tasks.
- Help maintain accurate office records and contact information in the Church Teams database.
- Assist with materials and communications for Network meetings, events, and ministry activities.
- Be present and assist the Director of Missions at the quarterly Leadership Team meetings and Sarepta Annual Missions Celebration.
- Handle confidential information with discretion.

Additional Ministry Support

- Perform other duties as assigned that help promote and support the mission of Sarepta Baptist Missions Network.
- Communicate courteously and professionally with pastors, churches, ministry partners, and the public.
- Coordinate priorities with the Director of Missions so assignments can be completed within the six-hour weekly schedule.

Desired Qualifications

- A commitment to supporting the Christian mission and ministry of Sarepta Baptist Missions Network.
- Strong organizational skills, attention to detail, and dependable follow-through.
- Good written communication, proofreading, and interpersonal skills.
- Ability to use email, word-processing software, and basic newsletter publishing tools like Canva and other up-to-date software.
- Ability to work independently, meet publication deadlines, and maintain confidentiality.
- Previous office, church administration, or newsletter experience preferred.

Application Instructions

Please submit a résumé, three references with contact information, and a written personal testimony of faith to Chad Rising, Director of Missions, at Chad@SareptaMissions.org.

Applicants must pass a background check before employment.

One Body, One Mission.