Covenant Brethren Church
503 Morgantown Avenue
Fairmont, West Virginia 26554

Job Description:

Covenant Brethren Church Administrative Assistant

Qualifications

The Administrative Assistant for the Covenant Brethren Church (CBC) should possess the following qualifications:

- Be a mature Christian who professes a personal relationship with Jesus Christ and is committed to the Statement of Faith and Bylaws of the Covenant Brethren Church.
- Demonstrate strong written and verbal communication skills, along with excellent interpersonal and social skills.
- Be self-motivated, dependable, organized, and capable of working independently.
- Be proficient in computer applications, including Microsoft Office programs:
    - Microsoft Word
    - Microsoft Excel
    - Microsoft PowerPoint
    - Microsoft Outlook
    - Zoom, Skype, and other video conferencing platforms

Responsibilities

The Professional Assistant will provide administrative support to the Covenant Brethren Church and its National Executive Board. Responsibilities include, but are not limited to, the following:

1. Telephone and Communication Support

- Answer incoming telephone calls and provide information about the Covenant Brethren Church as requested.
- Direct callers to the appropriate resources, individuals, or National Executive Board members for assistance.
- Manage the CBC denominational email account and respond to or direct inquiries as appropriate.
- Distribute information and communications to CBC congregations as directed by the National Executive Board.

- Prepare, compose, and edit letters and other written communications as directed by the National Executive Board.

2. Administrative and Travel Support

- Assist National Executive Board members with travel arrangements as needed.
- Provide general administrative assistance to National Executive Board members in support of the denomination's ongoing work.
- Perform other administrative duties as assigned by the National Executive Board.

3. Records Management

- Maintain accurate and up-to-date records for all credentialed CBC credentialed ministers in the United States and all CBC Regional Elders through-out the World.
- Maintain accurate and up-to-date records for all CBC congregations.
- Prepare Covenant Agreements for newly accepted CBC congregations and License or Ordination Certificates for newly credentialed ministers.
- Prepare and maintain ministerial identification cards.

4. National Executive Board Support

- Attend all National Executive Board meetings, in person and by Zoom.
- Serve as the recording secretary for the National Executive Board, preparing and maintaining accurate meeting minutes.
- Provide administrative assistance to the National Executive Board in carrying out its responsibilities and supporting the mission and ministry of the Covenant Brethren Church.

5. Additional Responsibilities

- Perform other duties as assigned by the National Executive Board.
- Assist with special projects and other denominational needs as directed by the Board.
- Help, as needed, to prepare for the Annual Meeting and Worship Conference.

Employment Classification and Compensation

This is a **part-time position without employee benefits**. Compensation will be based on the hours worked and paid monthly.

The Chair of the National Executive Board will serve as the Professional Assistant's immediate supervisor and will provide direction, oversight, and guidance regarding assigned responsibilities. Monthly time sheets will be approved by the Executive Board Chair. At the present time the work hours will be an average of 15 per week which includes on the average one trip per week to the CBC National Office in Fairmont WV. The mileage to the office will be reimbursed at the IRS approved rate and time in travel will be paid at the established hourly rate. It should be noted, most of the work can be accomplished remotely from home.

Position Purpose

The Administrative Assistant serves the Covenant Brethren Church by providing dependable administrative support, maintaining accurate denominational records, facilitating communication among congregations and leadership, and assisting the National Executive Board in fulfilling the mission and ministry of CBC.