



TUCSON

BAPTIST CHURCH

Ministry Secretary Job Description

General Description

The Ministry Secretary is responsible for assisting the ministry operations at Tucson Baptist Church. This person will be responsible for handling various administrative tasks, secretarial tasks, social media postings, and other tasks that pertain to the operations and ministries of Tucson Baptist Church and her ministries.

Experience Expectation

This position requires office/administrative experience that includes familiarity and understanding of the Apple ecosystem and office applications. Additionally, this position requires a familiarity with social media platforms and a basic understanding of photo and video editing.

Compensation

- Pay: This is an hourly position that pays \$15.25 per hour.
- PTO: Accumulate PTO based on hours worked

Skills and Abilities

- Must be a committed follower of Jesus Christ and have a heart for ministry
- Must be a member at Tucson Baptist Church
- Must possess strong time management skills and organizational abilities
- Must be social media savvy and able to learn our systems
- Must be able to handle sensitive and confidential information appropriately
- Must have a desire to do things with excellence

Primary Job Functions

1. Capturing, editing, and cataloging photos and videos of the life of Tucson Baptist Church, Tucson Baptist Preschool, and Tucson Baptist Academy.
2. Creating, editing, and sharing graphics on all social media platforms for the ministry of Tucson Baptist Church and its ministries. This includes Facebook, Instagram, Youtube, etc.
3. Editing audio and video of weekly messages for Podcast.
4. Assist in the planning, organization, and execution of Project520 events.
5. Assist in various weekly office and secretarial duties including answering phones, receiving packages, etc.
6. Perform other duties as assigned.

Weekly Breakdown

60% — Podcast / Social Media / Media Editing

40% — Secretarial Duties