

[Church Name]
Education Ministry Assistant Job Description

Job Title: Education Ministry Assistant

Reports To: Minister of Education

Position Status: Full-Time/Part Time

Purpose:

The Education Secretary serves as personal ministry assistant to the Minister of Education and maintains accurate records related to the program organizations of the church.

Responsibilities:

- Type general correspondence as needed.
- Serve as receptionist and appointment secretary.
- Maintain office files and records.
- Assist in preparation of special materials for program ministries of the church.
- Maintain an up-to-date prospect file.
- Place the order for and prepare organization literature for distribution.
- Prepare and update the church calendar.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Education Ministry Assistant]

Date

Revised: _____