



Job Title: Membership Tracking Specialist
Reports To: Chief of Administration

Vision Statement : Antioch Missionary Baptist church is a christ centered, biblically based, spiritually led church that meets the needs of the total person. By exalting the Savior, evangelizing the sinner, equipping the saved, edifying the saints, and encouraging every soul through administrative excellence by the power of the holy spirit in Christ Jesus our Lord

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Qualifications:

Extraordinary organizational skills and inter office ability to use hardware and software applications.

Primary Responsibilities & Duties:

- Utilize the church hardware system Shelby Next in order to provide a wholistic approach to membership data tracking for the church.
- Partner with administrative officers of the church to make certain that the information provided by the office is both accurate and sure.
- Provide and produce an active church roster upon request
- Synergize the inter office staff as it relates to the Shelby system for the good of the church and those ministries that assist with membership upkeep.

Secondary Responsibilities & Functions:

- Attending meetings when requested.
- Developing certain programs that will foster aid and assistance for tracking purposes
- Functioning in an administrative capacity to achieve certain church goals

Expected Qualities:

- Daily attendance and punctuality at work are essential functions of the job.

- Work extended hours beyond the traditional work day.
- Be able to work tactfully and efficiently despite pressure situations and frequent interruptions.
- Application of current communication tools and standards.
- Comply with Employee handbook and church policies and procedures.
- Demonstrate a high level of personal integrity, a collaborative leadership style, and high ethical standards.

This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Salary: \$18K - \$25K