



MINISTRY ASSISTANT JOB DESCRIPTION

Hours: Part Time, up to 25 hours/week, Monday – Thursday, occasional Fridays

Status: Hourly

Supervisor: Business Manager

Description

The Ministry Assistant position is the communication hub of First Baptist Church. The ministry assistant provides administrative support for the staff and volunteers and creates a welcoming environment to people who stop in or call.

Qualifications/Characteristics

- Exhibits a strong walk with God, through a growing relationship with Jesus Christ
- Excellent written and verbal communication skills
- Strong attention to detail
- Proficient in MS Office; familiarity with design software is a plus
- Responds appropriately to phone calls, email inquiries, and in-person requests
- Handles sensitive information and appointments with confidentiality
- Able to maintain an organized reception area
- Able to contribute positively as part of a team, helping with various tasks as required
- Able to develop and foster cooperative relationships
- Able to be flexible and willing to adjust to change
- Dresses appropriately for work environment
- Undergraduate degree or related experience preferred
- First B involvement is preferred

Duties

- Prepares, edits, and produces church publications
- Assists in maintaining online presence, content, and executing content strategies
- Assists the First Baptist staff by performing a variety of administrative tasks
- Assists with accounts payable and receivable
- Recruits and trains volunteers to assist in accomplishing tasks assigned
- Other duties as assigned

Physical Requirements

- Able to utilize office equipment and technology
- Able to navigate a multi-level building