

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 provides administrative support for the staff and serve teams and creates a welcoming environment.

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
- Organizational skills
- Able to contribute positively as part of a team, helping with various tasks as required
- Able to develop and foster cooperative relationships
- Flexible and willing to adjust to change
- Dresses appropriately for work environment
- Undergraduate degree or related experience preferred
- First B involvement is preferred

Duties

- Assists in maintaining online presence and updating content
- Assists the First Baptist staff by performing a variety of administrative tasks
- Assists with preparing, editing, and producing church publications including but not limited to online newsletters, presentations for services & meetings, and printed documents
- Assists with accounts payable and receivable as needed.
- Recruits and trains serve team members to assist in accomplishing tasks assigned
- Orders and supervises office & ministry supplies, regularly checks inventory
- Other duties as assigned

Physical Requirements

- Able to utilize office equipment and technology

- Able to navigate a multi-level building
- Able to lift and carry 10-15 pounds