

**Administrative Assistant (Part-time Position)
Job Posting**

Administrative Assistant will work closely with staff and leadership to help manage day-to-day administrative and project management responsibilities in order to allow the Pastor to fulfill his ministry calling. The Administrative Assistant is under the supervision of the Personnel Ministry Team. The person in this position will work approximately 15-20 hours per week depending on the workload.

Personal Qualifications

- Professing Christian and actively participating member of a Baptist church
- Sensitive to the needs of others
- Must be discreet and not participate in gossip
- Able to maintain a high level of confidentiality
- Able to take constructive criticism; not easily offended
- Compassionate and attentive to needs of congregation, pastor, and other church leaders

Skill Qualifications

- Preferred to have at least 3 years office management experience
- Efficient in MS Office software (Word, Excel, PowerPoint, Publisher, Outlook)
- Proficient in desktop publishing, bulletin and brochure design
- Must possess a high level of editorial and writing skills
- Excellent verbal and written communication skills
- Self-starter, good at multi-tasking and prioritizing projects
- Proactive in anticipating administrative needs
- Detail oriented and able to manage time efficiently

To apply for this position, please email resume to walterhillfbc@bellsouth.net.