

Office Assistant

First Baptist Church

Position Description

Purpose:

- To support the staff and ministry of FBC by organizing and maintaining a productive and efficient office environment.

Responsibilities:

- Provide warm and kind help to visitors—in-person, via email, and when receiving/making phone calls.
- Receives and navigates requests in a caring, clear, and honest manner.
- Manage the church calendar, room reservations, and other administrative needs, in collaboration with the staff.
- Manage church systems to support the staff and church (ex- database).
- Assist staff in volunteer coordination using the systems in place.
- Assist staff with registration management.
- Provide administrative support to the staff.
- Assist volunteers with administrative support as time allows.
- Collaborate with the financial team to help manage accounts, expense sheets, and provide additional support as needed.
- Assist Communications Director and Ministry Assistant with specific tasks and projects (ex- slide input, social media posts, information input, website updates, emails).
- Ensure welcome center resources are stocked.

Qualifications

- Loves Jesus
- Servant-leader
- Flexible personality and dependable
- Welcoming, caring, friendly
- FBC member, or willing to become an FBC member.
- Problem-solver and organizer
- Manages tensions well between tasks and relational responsibilities.
- Anticipates needs.
- Competencies and skills in administrative work, computer programs (Google platform).
- Able to learn new office software programs.
- Sound character and integrity.
- Minimum of a high school diploma or equivalent

Hours: Part-time / Estimated 25-28 hours per week

Reports To: TBD