Ministry Assistant Job Posting

We are looking for a responsible, organized, energetic, and self-motivated Ministry Assistant to perform a variety of administrative and clerical tasks for a growing Southern Baptist Church with a paid and volunteer staff. The ideal candidate is not just looking for a job but is looking for a ministry.

If you have previous experience as an administrative assistant and have a heart for ministry, we'd love to meet you. The schedule is Monday-Friday with hours set in coordination with the pastoral staff. One Sunday afternoon a month is required. Ultimately, a successful Administrative Assistant should ensure the efficient and smooth day-to-day operation of the ministries of the church.

CORE RESPONSIBILITIES:

· Communication – Verbal, written, and interpersonal

· Maintain Calendar – paper and electronic

· Record Keeping and Reporting

· Office Management – supplies, equipment, and volunteers

· Administrative support in event coordination

· Assistance to bookkeeper as needed

· Support to Pastor

KEY CHARACTERISTICS:

· Strong Character

· Service Minded

· People Person

· Team Oriented

· Effective Leader

· Flexible

· Attention to detail

· Multi-tasker

· Efficient Time Management

MUST HAVES:

* Ministry Focused

* Heart for People

* Organized

* Energetic

LIKE TO HAVES:

* Graphic Design

* Website Maintenance

* Experience working in a ministry setting

JOB DETAILS

Job Type: Part-time, 16 hours per week
Salary: $18.00 - $20.00 per hour
Benefits: Flexible schedule
Schedule: Monday to Friday to be coordinated by supervisor. Can be flexible based on needs of candidate. One Sunday afternoon per month.
Education: High school or equivalent (Required)
Experience: Admin assistant - 1 year (Required)
Work Location: One location, on site

HOW TO APPLY

Go to www.firstbellevue.org/jobs, provide the requested information, and upload a resume or your job experience.

112 E. 23rd Ave. P.O. Box 307 Bellevue, NE 68005
info@firstbellevue.org www.firstbellevue.org 402) 291-3378