



FIRST BAPTIST *Church* BELLEVUE

Ministry Assistant Job Posting

We are looking for a responsible, uber 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: \$16.00 - \$18.00 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.

