Full-Time Administrative Ministry Assistant Needed

Fellowship Baptist Church in Tallahassee, FL, is seeking to immediately hire a full charge administrative ministry assistant. This is a full-time position responsible for maintaining the smooth flow of work through the office. This position serves as the primary administrative assistant to the Senior Pastor and to the Minister of Music and Missions. The responsibilities include, but are not limited to, the following:

- Maintain Automated Church Systems (ACS) computer database.
- Maintain church calendar in order to avoid conflicts in meetings and use of facilities.
- Offer frontline assistance with crises such as deaths, births, illness and people in need. May include referral to the Pastor, other ministerial staff, or appropriate church committee.
- Inventory and purchase of office supplies and assisting others in purchasing materials and curriculum.
- Produce documents for Church Council, Church Business meetings, church bulletin, prayer bulletin, weekly email, and special program documents.
- Train and supervise office volunteers.

This position reports to the Senior Pastor. The individual in this position will work closely with other staff, the Wee Care Director, and church committee chairs.

We are seeking to hire someone with excellent people skills as well as strong organizational and time management skills. Applicants must have at least four years of experience in office management. Knowledge of Word, Excel, ACS, and other software is preferred. Preference given to those with church office experience.

Salary and Benefits:

- Annual Salary based on education and experience
- Health Care Coverage is available
- Paid Time Off

There are two ways to submit your resume:

In writing to:

Clint Ellis, D. Min
Pastor
Fellowship Baptist Church
3705 N Monroe St.
Tallahassee, FL 32303
or
By email to:
cellis@fellowshipbaptist.org