

Boone Trail Baptist Church ministry assistant – part-time

Boone Trail Baptist Church is hiring for a part-time church ministry assistant. The individual will serve the Pastor(s), staff and ministries of Boone Trail Baptist Church in a range of administrative and office tasks. As the first point of contact on many items, you are expected to represent Boone Trail Baptist Church in a Christ-like manner, engaging all those who call or enter the office with an attitude of service. The person selected for this position should be a Christian who feels called to serve the local body of believers through this role.

Responsibilities will include:

- Supporting the pastor(s) as needed with office tasks including, but not limited to making copies, filing, preparing documents
- Supporting volunteer ministry leaders as needed in administrative tasks such as preparing documents and announcements, reserving time on church calendar, and ordering needed supplies
- Assist office visitors as needed
- Answer phone calls
- Process incoming mail
- Receive and process deliveries
- Update and maintain the church calendar
- Order and maintain needed office supplies

Qualifications:

- High school diploma or equivalent
- Past experience with secretarial / administrative assistant role
- Strong written and verbal communication skills
- Demonstrated experience in administrative tasks
- Proficient in Microsoft Office suite
- Excellent organizational and time management skills
- Exhibit professionalism, demonstrated by well groomed appearance, appropriate modest attire, and conscientious work-ethic
- Expected to handle confidential information with discretion

Work schedule: The role will work 16 hours per week, in the office Monday thru Thursday. Daily work schedule would be 9 am to 1 pm (flexible).

Compensation: The role will pay \$17/hr.

References are required.