

Job Posting and Announcement for: Office Assistant



Announcement:

First Baptist Church of Paola (FBCP) is seeking a part-time Office Assistant to join its staff team. The Office Assistant will provide administrative support to the Pastoral Staff and church leaders. Our vision is to prayerfully find the successful candidate who will demonstrate the ability to work with staff and members of the church.

First Baptist is a congregation with an average Sunday worship attendance of about 80-100 persons who reflect the community and surrounding area. The church is a family of believers who prioritize the teaching of the Bible to help individuals grow in their relationship with Jesus Christ. The church is affiliated with the American Baptist Churches of the Central Region and the American Baptist Churches – USA.

Primary Responsibilities include:

- welcoming and greeting visitors who come to the church,
- receiving, sorting and distributing incoming mail, email, phone messages and deliveries to the appropriate party on a daily basis,
- being a primary contact for calls for assistance
- keeping the church calendar of events current,
- preparing bulletins and other materials for worship,
- preparing the church newsletter,
- providing support for Committee/Team Chairs to help facilitate their work and goals
- receiving team reports and preparing the church's Annual Report,
- sending out prayer requests, thank you notes and acknowledgement to donors as needed,
- attending periodic church staff meetings as deemed necessary by the Senior Pastor
- assisting the pastoral staff and church leaders with other duties as the need arises.

Time Commitment:

The position calls for 16-20 hours per week, but may require additional hours around the Christmas and Easter holidays.

Provisions:

- Hourly pay is commensurate with experience
- Hours in the office will be determined in consultation with the Sr. Pastor

Qualifications – Required:

The successful candidate will:

- Give evidence of a mature Christian faith and a sincere desire to live according to the highest standards of Christian discipleship,
- Have a passion for serving the Lord by serving others,
- Pass a background check,
- Be reliable, trustworthy and prompt,
- Have excellent organizational skills and be able to multi-task, prioritize work and complete work on time,
- Be able to relate to and build relationships with the constituents of the church,
- Have prior experience performing office responsibilities including familiarity operating a personal computer, using MS Office products, design products such as Canva, various social media platforms, a database such as Planning Center and operating other office machines,
- Have good communication skills, both written and oral, with the ability to communicate effectively with staff and church members,
- Maintain strict confidentiality at all times,

How to Apply:

If interested, please submit the following:

- A cover letter detailing your interest in the position,
- An application for employment
- A detailed resumé listing prior work, educational, ministry and volunteer experience.

Materials may be submitted electronically to firstbaptistchurchpaola@gmail.com. Review of applications will continue until the position is filled. Please direct all questions and correspondence regarding the position to firstbaptistchurchpaola@gmail.com. You may also visit the church's website at: <http://www.firstbaptistpaola.com/>

As a people of faith in Jesus Christ, we trust that God is leading the right person to our church at just the right time.