

## **Church Administrative Assistant Wanted Part Time Position (20 hours weekly)**

The First Baptist Church of Gainesville, Florida, is a smaller congregation (approximately 100 in worship each Sunday morning) located on the west side of Gainesville, home to the University of Florida. The church is active and lively and is supported by three full-time and seven part-time staff persons. The Church Administrative Assistant (CAA) is the primary point of first contact for those who interact with the church's office and staff. The CAA provides comprehensive administrative support to the Senior Pastor and other pastoral staff as needed. The CAA also plays a crucial role in managing the smooth operation of the church and church office, managing key administrative tasks, and facilitating effective communication both internally and externally. This position requires exceptional organizational and interpersonal skills, as well as the ability to handle sensitive information with the utmost confidentiality.

### **The CAA's primary responsibilities are to:**

- Exhibit a welcoming, professional, and helpful demeanor to those who contact the church, whether in-person, via telephone, Facebook, email, or any other means of communication.
- Answer and receive incoming telephone calls on the church's multi-line system and assist the caller as required.
- Design, print, distribute, and/or post various church materials, such as Sunday worship bulletins, weekly newsletters, worship service countdowns, Welcome Wagon postcards, study guides, and other materials as may be requested.
- Gather and curate documents to be stored and shared on the staff's *Google Drive*.
- Maintain and update church membership, sacred partner, and prospect records, directories, and databases using *Realm Shepherd*.
- Attend staff meetings; prepare agenda, take detailed notes, send recaps to attendees and other relevant team members.
- Serve as the primary administrative assistant for pastors and program staff in the planning, implementation, and oversight of church events, meetings, and special functions.
- Assist Senior Pastor and other pastors as called upon to coordinate funerals, weddings, meal trains, and other pastoral care activities.

### **Qualifications:**

- Pursues a vibrant and growing personal relationship with Jesus Christ.
- Fully aligns with FBC's Mission, Vision, and Values.
- Possesses a friendly and professional demeanor, a hospitable and humble spirit, and a kind, compassionate, and caring heart for people and for developing Christ-centered relationships.
- Committed to excellence, personal growth, and teamwork.
- Able to operate office equipment (e.g., phones, computers, printers) and capably use digital platforms (e.g., basic website updating and maintenance, social media).

- Communicates clearly and effectively through a variety of media (e.g., face-to-face interactions, phone calls, email exchanges, text messages, Zoom).
- Sensitively handles information of a delicate, sensitive, or confidential nature.
- Capable of multitasking, takes initiative, demonstrates patience, and attends to details.
- Successfully completes and passes a background check, which includes screening for drugs.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), Google Docs and Sheets, Canva.
- Some knowledge of FBC's Customer Relations Management software (*Realm Shepherd, Realm Connect*) would be helpful. In the absence of such knowledge, should demonstrate the capacity to learn new software programs.
- Minimum high school education.
- At least 2 years of experience in an administrative support role, preferably in church or non-profit work.

To apply for this position, please email your resume and cover letter to Dr. Ray Johnson at [ray.johnson@fbcgainesville.net](mailto:ray.johnson@fbcgainesville.net).