

MINISTRY ASSISTANT — ADMINISTRATION & PASTORAL SUPPORT

Forest Hills Baptist Church is hiring a ministry assistant to provide administrative and organizational support for the Senior Pastor. This person will also assist the Associate Pastor of Administration as needed and manages the church's membership database.

SPECIFIC SKILLS NEEDED

- **Strong Communication:** The assistant will need strong written and oral communication skills in order to effectively and diplomatically engage internal and external requests.
- **Organization/Planning:** The assistant must be able to manage multiple administrative platforms and possess a strong attention to detail.
- **Self-Motivator:** Many of the responsibilities of the assistant position require an individual to work independently and manage their time effectively and efficiently. This person will possess a strong work ethic and maintain a positive and proactive rapport with the Senior Pastor, Associate Pastor of Administration, and other staff.

RESPONSIBILITIES

- Serve as first point of contact, answering phones and meeting public as needed
- Prepare correspondence and reports
- Maintain calendars
- Schedule and plan travel
- Plan and prepare materials for staff meetings, Elder meetings, and other meetings
- Maintain files and keep office organized
- Oversee ACS membership database to ensure information stays current
- Other duties may be assigned as necessary

REQUIREMENTS

- A personal and growing relationship with Jesus Christ
- A passion to serve the Lord through the local church
- A high school diploma (bachelor's degree preferred)
- A minimum of three years of office experience (preferably in a local church)
- Advanced Microsoft Office skills

SEND A COVER LETTER AND RESUME TO JOBS@FHBC.ORG TO APPLY. NO PHONE CALLS, PLEASE.