

Church Admin Assistant
Part Time (20-25 hrs per week)

North Florida Baptist Church is hiring a new, part time Admin Assistant. We are a local Southern Baptist Church located on the north end of Tallahassee, Florida, and we employ qualified people who have a passion to serve the Lord and a desire to join a team dedicated to serving Jesus while serving others.

Responsibilities:

- To accurately organize and manage administrative tasks:
 - Complete Paperwork for Lead Pastor
 - Purchase Orders
 - Filing
 - Etc.
 - Competent in Microsoft Suite (Word, Excel, Outlook, etc.)
 - Able to learn/use Church Management software (Proficiency in CCB a plus)
 - Manage Master Calendar
 - Manage Events (including but not limited to)
 - Church Family Events
 - Ministry/Outreach Events
 - Baptisms
 - Manage Group Lists
 - Manage membership data
 - Manage Pastor's Calendar
 - Help set up and coordinate meetings, training events, etc.
 - Manage and set up for meetings (staff, deacons, elders, school board, etc.)
 - Help with follow up from meetings (staff, deacons, elders, school board, etc.)
 - To help with communication
 - Answer phones and direct people to appropriate staff member.
 - Answer questions for people that contact the office or take message where appropriate.
 - Communicate with individuals on behalf of the pastor
 - Manage communication follow-up when needed
 - Communicate with ministry teams on behalf of the pastor.
 - Maintain church office supplies
 - Other duties as assigned

Behaviors

- Be passionate about NFBC's mission of reaching the people of Tallahassee with the Gospel.
- Love people (other staff, difficult people, nice people).
- Desire to help people succeed. (This is an attitude of "how can I serve you best?")
- Be detailed, organized, and thorough.
- Be a good communicator (this includes follow-up communication)
- Protect Lead Pastor's time and schedule.
- Uses discretion to protect sensitive/private information.
- Be a self-starter
- Open and honest communication.
- Be a problem solver.

Any interested applicants can forward a cover letter and resume to Dan Overturf at danoverturf@nflchurch.com.