



## **JOB OPENING: OFFICE ASSISTANT**

We are now accepting applications for the full-time position of Office Assistant. We are looking for someone who has a heart for ministry and who possesses the gifts and skills required to serve in the areas of reception, general office assistance, and communications support. This position serves as a primary point of contact for members and visitors while assisting with the church staff with routine office responsibilities and communication.

### **Job requirements and qualifications:**

- A kind and welcoming demeanor
- Able to maintain trust and confidentiality with sensitive information
- Self-motivated and able to multi-task
- High level of excellence in communication skills and attention-to-detail
- Experience with basic office equipment and tasks
- Proficient with modern communication methods (i.e., text, email, social media, etc.)
- Proficient with computers and office-related software (Microsoft Office, Canva, etc.)
- A cooperative spirit and a willingness to work with other staff for scheduling, projects, and other various tasks
- **A detailed job description is attached.**

This position provides normal benefits that are required by law (i.e., workman's compensation, Social Security, etc.).

Other benefits: paid vacation days, sick leave, paid holidays, potential retirement benefits

**How to apply:** Apply online at [www.firstmoultrie.org/jobs](http://www.firstmoultrie.org/jobs), or fill out the application information and attach a resume. Send the completed application and resume to [lindsay@firstmoultrie.org](mailto:lindsay@firstmoultrie.org) or mail to 400 S Main St., Moultrie, GA 31768.

**Questions?** If you have questions regarding this position, please call Lindsay at 229-985-2103.

## **JOB DESCRIPTION: OFFICE ASSISTANT**

Principle Function: The Office Assistant provides reception and communications support for the church. This position serves as a primary point of contact for members and visitors while assisting with the church staff with routine office responsibilities and communication.

Reports to: Ministry Coordinator

### Responsibilities:

#### **1. Reception & Front-Desk Duties**

- Staff the front desk, answer phones, welcome visitors, respond to routine questions, and receive payments
- Maintain weekly attendance records and assist in church record-keeping

#### **2. Media & Communications**

- **Email:** Create and distribute weekly newsletters and informational emails through Constant Contact
- **Social Media:** Prepare captions, schedule posts, and publish content through Facebook and other social media channels
- **Graphics:** Create simple graphics and updates in Canva for events, supper, announcements, and other routine communications
- **Communications Calendar:** Track major events, promotional needs, and deadlines for billboards, newspaper ads, graphics, and other communications
- **Website:** Make basic updates to the church website as needed

#### **3. General**

- Provide general administrative, organizational, and media support to church staff
- Perform other duties as assigned

### Personal & Professional Expectations:

The Office Assistant should represent the church in a friendly, professional, and Christ-honoring manner; maintain confidentiality; follow through consistently on assigned responsibilities; and proactively communicate upcoming needs and deadlines.

Office Hours: 8:30-4:30 p.m. Monday-Thursday; 8:30-2:00 p.m. Friday

Retirement: Church contributes 10% of gross pay per pay period after 1 year of employment

Vacation Days: 1 week of vacation after 10 months; 2 weeks of vacation after 2 years

Sick leave: 1 day per month of employment

Paid holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and subsequent Friday, Christmas Eve, and Christmas Day

# APPLICATION FOR OFFICE ASSISTANT

## *First Baptist Church Moultrie*

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Primary Phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

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Do you regularly attend church? If so, where?

Please briefly share your story of how you became a Christian:

Describe your level of confidence in performing essential functions of the Office Assistant position:

List education and relevant training/skills:

List current and previous employment for the past five years (we will not contact your current employer without your permission):

Why do you want to work at First Baptist Church Moultrie?