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Administrative Assistant to the Senior Pastor of Calvary Baptist Church

We are looking for an Administrative Assistant to the Senior Pastor for Calvary Baptist Church. This role provides organizational and administrative support to the Pastor. This role is a participative, hands-on role that also includes complex administrative responsibilities. This highly visible position serves as the primary administrative liaison with members of the Pastoral staff, Diaconate Ministry, Trustee Ministry and the Church congregation at large. The Administrative Assistant will work independently under strict deadlines, will manage competing priorities, and must handle multiple tasks efficiently.

An interested candidate should possess:

- Minimum high school diploma with formal training or equivalent work experience
- 5+ years of experience as an Administrative Assistant
- Self-starter with the desire and ability to take initiative; ability to learn quickly
- Confidentiality and discretion a must; position handles highly confidential information on a regular basis
- Strong communication and interpersonal skills, given the significant contact with Church management and external contacts
- Dependable and flexible with work schedule due to the nature of the Church schedule
- Service oriented
- Proficiency in computer skills, typing accuracy and email/calendaring tools
- Understands Church culture

All interested candidates should email their resumes to dmboles@optonline.net.