

Administrative Assistant needed **part-time** (up to 20 hours/week) to provide administrative support and serve as contact person to/from the Pastor. Requires a minimum of three years of office experience and a high school diploma or equivalent. **Must** be proficiently skilled using Microsoft Office Suite 2013, have strong organizational skills, and be effective and efficient in completing multiple tasks and meeting deadlines in a busy environment. The ability to build and maintain effective working relationships with church staff and members is essential. Regular workweek is Monday – Thursday, 9am – 2pm (flexible), with flexibility to occasionally work evening/weekend/Sunday.

Submit cover letter and resume to fbcresumes@fbcrichmondky.church, or mail to First Baptist Church, Attn: Administrator, 425 Eastern Bypass, Richmond, KY 40475.

Applications accepted until position filled. Selected candidates will be contacted to schedule an interview.