

Administrative Assistant needed Full-time to provide support for the office and various ministries of First Baptist Church. Requires a minimum of three years of office experience and a high school diploma. Must be competent with Microsoft Office Suite 2013, have strong organizational skill, and be effective and efficient in completing multiple tasks and meeting deadlines in a busy environment. Position is first point of visitor/phone contact to the church. The ability to build and maintain effective working relationships with staff and members is required. Regular workweek is Monday – Friday. Complete job description at fbcrichmondky.church/employment-opportunities Submit cover letter & resume to fbcresumes@fbcrichmondky.church, or 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.