



Part Time Administrative Assistant Position

Job Overview:

We are seeking a highly skilled and detail-oriented individual with proficiency in Microsoft Word, PowerPoint, Breeze, and other relevant platforms. The ideal candidate will possess strong technical capabilities, excellent communication skills, and the ability to adapt to various software tools with ease. This role requires efficiency, accuracy, and a proactive approach to completing tasks within established deadlines.

1) Essential Job Responsibilities:

A. Office Assistance

- Meet guests at the door and receive package deliveries
- Answer phones
- Check phone messages and forward to appropriate leader
- Schedule office appointment requests for Pastor Chris
- Maintain the church's facility usage calendar
- Coordinate janitorial crew after events and for weekly services
- Keep supplies stocked for the office and the kitchen
- Print copies and bind booklets

B. Online Assistance

- Field inquiries for membership, facility rental requests, profiles, prayer requests
- Create forms in Breeze and update the church calendar for upcoming events
- Maintain updates on the church's website

C. Having Proficiency in:

- Breeze
- Adobe
- Word
- Excel
- Canva
- Word Press
- Website

2) Essential Personal Qualities

- Mature believer in Jesus Christ
- Active member of STBC (or become an active member of STBC)
- Spiritual Gifts of Administration and Hospitality

3) Work Week Schedule (21 – 25 hours; \$25 an hour)

- Mondays 8:00am to 4:00pm (8 hours)
- Tuesdays 1:00pm to 4:00pm (3 hours)
- Thursdays 8:00am to 4:00pm (8 hours)
- Sundays 8:00am to 10:00am (2 hours)
- Possible additional hours for social media upkeep (4 hours)

Application Process:

Interested candidates should submit their resume and a cover letter detailing their relevant experience to info@stbch.org.