

Forks of Elkhorn Baptist Church

Staff Assistant

Advertisement – Part-time position (20 hours/week)

Competitive Hourly Wage

April 2019

Qualifications:

1. Must be a committed Christian and demonstrate a love of God and all people
2. Must possess strong communication, computer, and organizational skills
3. Must be proficient in the use of standard office tools (copy machine, fax machine, etc.)
4. Must demonstrate a high level of trust and be ever conscious of the need for confidentiality
5. Must have the ability and willingness to learn
6. Must possess the ability to work independently without supervision, multi-task, and prioritize projects
7. Must have a good attitude, and always be willing to help
8. Must demonstrate patience and kindness
9. Must be welcoming to visitors

Staff Assistant Job Description

The Staff Assistant serves under the direct supervision of the Senior Pastor and will aid the Office & Communications Director and other staff in any manner needed with the activities of the main church office and church ministries. The staff assistant preferably shall not be a member of Forks of Elkhorn Baptist Church. This is a part-time position.

To Apply

To apply please send a letter, resume, and references to Jessica Switzer at jessica@forksbaptist.org.