**Full Job Description**

Hermitage Baptist Church is looking for a Ministry (Administrative) Assistant and primary office person. Prefer someone with previous experience as a Secretary or Administrative Assistant but will do some on the job training as necessary. Must be able to manage details and be self-directed. The position contains an assortment of duties including but not limited to general office work, answering phones, keeping pastors’ calendar, maintaining facility use. Knowledge of basic bookkeeping. The ideal person will have a high degree of integrity, have a heart for people and ministry, possess excellent verbal and written communication skills. Must be able to perform various office and administrative duties using tools like MS Office, Word and Publisher. Experience with or willing to learn how to update the website and other social media. Flexibility in schedule to accommodate events.

Job Type:

Part-time

Pay per hour:

$11 - $14 depending on experience

Suggested Schedule:

Monday to Thursday

Hours per week:

16 – 20

Education:

High School or equivalent (Preferred)

Church website: [www.hermitagebaptistchurch.com](http://www.hermitagebaptistchurch.com)

**Submit resume via email**: [hbcsearch@mail.com](mailto:hbcsearch@mail.com)