

FIRST BAPTIST CHURCH, GREENSBORO, N.C.

DESCRIPTION FOR POSITION TITLE OF
Ministry Support Associate

Interested applicants should read entire document.

Position Description:

The Ministry Support Associate provides support across all FBC ministries providing organization, implementation, and coordination of ministry plans and functions. This position is full-time and will focus on supporting primarily, but not exclusively, the areas of music, congregational care, and spiritual formation.

Education & Experience

Coursework and/or significant experience in providing organizational administrative support. Church ministry or music education a plus.

Qualifications:

- Strong proficiency Microsoft Office programs, web based administrative tools, and an understanding of database management. Knowledge of or ability to learn church management software.
- Ability to learn, operate, and maintain office equipment including phones, copiers, printers, folding machines, cd duplicators.
- A working knowledge of traditional church music including competency in choral and instrumental music reading.
- Highly organized, with detail and time management skills.
- Ability to anticipate and solve problems.
- Appreciable communication and interpersonal relationship skills.

Interested applicants may send cover letter and resume via email, staffing@fbcgso.org, or by mail to: First Baptist Church, attn.: Staffing, 1000 West Friendly Avenue, Greensboro, NC 27401. In addition, please answer the following questions separately:

1. How do your gifts and passions align with the things you read in this job posting?
2. What excites you most about this position?