

FIRST BAPTIST CHURCH, GREENSBORO, N. C.

DESCRIPTION FOR POSITION TITLE OF Ministry Support Associate – Part-time

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 part-time position will focus on supporting primarily, but not exclusively, the areas of children's, youth, and missions ministries, and involves working in a collaborative administrative team environment.

Qualifications:

- Strong proficiency Microsoft Office programs, and understanding of database management. Knowledge of or ability to learn church management software.
- Organized, with detail recordkeeping and time management skills.
- Ability to learn, operate, and maintain office equipment including phones, copiers, printers, and folding machines.

Education & Experience

Previous experience in an administrative support role. Church ministry and prior experience recruiting volunteers a plus.

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 most interests you about this position?