

## **Position Available Church Administrative Assistant**

First Baptist Church of Ames is seeking a part-time Administrative Assistant to staff our office. The position is for 16-18 hours/week, working 4 days/week.

The Administrative Assistant is responsible for the operation of the church office. Duties include data entry, preparation and printing of weekly bulletins and the monthly newsletter, preparing mailings, serving as receptionist for visitors to the building, answering phone calls and email, scheduling building use, overseeing parking lot rental, providing secretarial assistance to staff, and various other clerical duties.

We are a warm and friendly congregation, and we are looking for someone who projects a positive image for our church. The Administrative Assistant needs to be flexible, resourceful, professional, organized, and able to keep confidentiality. Applicants should have excellent writing, computer, and communication skills. Accuracy and attention to detail is required. The Administrative Assistant works as part of a ministry team.

Compensation is competitive and commensurate with experience. Benefits include paid holidays, vacation and leave days.

To apply, send a letter of application and résumé along with three references to Rev. Dr. David Russell, pastor, at [dave@fbcames.org](mailto:dave@fbcames.org). Applications will only be accepted via email. If you have questions, you may contact Dr. Russell at the same email address.

Applications will be reviewed after June 14 and will continue to be accepted until the position is filled. To ensure consideration, please submit applications before this date.