



Hope Ministries Associate

Location: Hope Building

Job Type: Part-Time

Job Summary:

Hope Ministries is seeking a detail-oriented and organized Administrative Assistant to support Hope Ministries. The ideal candidate will have a growing relationship with Jesus, a heart for serving people in need, and strong organizational and administrative skills to help the ministry run smoothly and effectively.

Responsibilities:

- Track and help manage inventory, supplies and assist with data entry and reporting
- Assist with projects related to Hope Ministries
- Support Hope Ministry volunteer recruitment and training of volunteers
- Assist in maintaining volunteer and client records, databases, and files, ensuring accuracy and confidentiality
- Coordinate calendars, schedule meetings, and prepare materials for Hope Ministries staff and volunteer teams
- Help plan and coordinate logistics for Hope Ministries events, trainings, and appreciation gatherings
- Draft and send correspondence, newsletters, and communications to volunteers and donors
- Provide general administrative support to the Community and Mission Pastor and Hope Ministries team
- Assist in fundraising efforts
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Qualifications:

- A person who has a thriving, growing relationship with Jesus
- High school diploma required; Associate's or Bachelor's degree preferred
- Prior administrative, office, or nonprofit support experience preferred
- Strong organizational skills with the ability to manage multiple projects and deadlines
- Excellent written and verbal communication skills
- Proficient in Microsoft Office (Word, Excel, Outlook) and comfortable learning new software/systems (e.g., volunteer or donor databases)
- Ability to work well with volunteers and connect with people from diverse backgrounds, including those facing hardship or crisis
- Discretion and ability to maintain confidentiality when handling sensitive client information
- A team player who can also work independently with minimal supervision

Personal Expectations

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third, and your ministry fourth.
- Be loyal to the vision and leadership of Hope Ministries
- Invest in and invite the lost to know Jesus through your service at Hope Ministries.

To Apply:

Please send your resume and a cover letter detailing your qualifications and experience to Florence Baptist Church 642 Mt. Zion Road, Florence KY 41042, or email to dnoel@florencebaptist.org. We look forward to hearing from candidates who have a heart for ministry and a passion for supporting the mission of Florence Baptist Church.