



Job: Missions Administrative Assistant

Location: Florence Baptist Church (All Campuses)

Job Type: Part-Time

Job Summary:

Florence Baptist Church is seeking a detail-oriented and organized Administrative Assistant to support the Community and Local Missions ministry. This role will provide essential administrative and logistical support for mission trips, Hope Ministry, and local mission initiatives. The ideal candidate will have a growing relationship with Jesus, a heart for missions and community outreach, and strong organizational and administrative skills to help the ministry run smoothly and effectively.

Responsibilities:

- Give administrative support to Community and Missions Pastor
- Assist in planning and coordinating the logistics of Mission trips (travel, lodging, documentation, and team communication)
- Assist in managing CarePortal database
- Assist in managing the Scatter database. Use this database to connect people to needs in the community
- Coordinate Local Missions initiatives and community partnerships
- Provide general office duties, including filing, correspondence, and record-keeping for the Missions department
- Manage a centralized Mission trip calendar, ensuring all trips are scheduled and coordinated across campuses and ministries
- Ensure trip documentation and systems are compliant with legal, safety, and liability standards, including waivers, insurance, and background checks
- Assist with training and onboarding of Mission trip leaders and volunteers
- Provide general administrative support to the Community and Mission Pastor and Missions team

Qualifications:

- A person who has a thriving, growing relationship with Jesus
- High school diploma required; Associate's or Bachelor's degree preferred

- Prior administrative or office 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
- Ability to work well with volunteers and connect with people from diverse backgrounds
- 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 staff of Florence Baptist Church and always protect the unity of the church.
- Invest in and invite the lost to know Jesus and to get plugged in to Florence Baptist Church.
- Give sacrificially to the ministry of Florence Baptist Church.

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.