

Hebron Baptist Church

Administrative Assistant

Position Summary

Hebron Baptist Church is seeking a dependable, organized, and ministry-minded **part-time Administrative Assistant** to provide administrative, clerical, and communications support for the church's ministries and operations.

Reporting to the Senior Pastor, the Administrative Assistant serves as a primary point of contact for the church office and provides support in office administration, communications, worship preparation, membership records, and basic financial administration. The ideal candidate will be professional, courteous, trustworthy, organized, and comfortable learning and using a variety of technology platforms.

Compensation & Schedule

- **Pay:** \$15–\$18 per hour, based on experience and qualifications
- **Status:** Part-time, non-exempt
- **Hours:** Approximately 20 hours per week
- **Schedule:** Flexible hours arranged with the Senior Pastor based on church office and ministry needs
- **Paid Time Off:** Available based on part-time schedule

Key Responsibilities

- Serve as the primary point of contact for church office visitors, telephone calls, mail, and general inquiries.
- Perform routine administrative and clerical duties, including preparing documents, processing mail, making copies, and maintaining office records.
- Order and maintain office supplies and assist with general office operations.
- Maintain and coordinate the church calendar and communicate scheduled church activities.
- Attend weekly staff meetings.
- Manage and maintain the church website, church app, and social media with current events, announcements, sermon notes, and ministry information.
- Create digital and print media for church ministries and events.
- Prepare weekly worship materials, including the worship bulletin and ProPresenter slides with Scripture, announcements, and sermon materials.
- Maintain and update the church membership database and directory in Subsplash.
- Record and maintain accurate giving records in Subsplash.
- Prepare and make weekly deposits of church funds.
- Make occasional trips to the post office or bank as needed.
- Maintain confidentiality regarding church, financial, personnel, counseling, and other sensitive matters.

Qualifications

Required

- Personal testimony of faith in the Lord Jesus Christ and a desire to support the fulfillment of the Great Commission through their work.
- High school diploma or equivalent.

- Prior administrative, clerical, or office support experience.
- Proficiency with Microsoft Office Suite or comparable office software.
- Experience managing digital communication platforms, including social media.
- Strong organizational, time-management, and multitasking skills.
- Effective written and verbal communication skills.
- Ability to interact professionally, courteously, and effectively with church members, visitors, volunteers, and the public.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to learn new technologies and adapt to changing ministry and administrative needs.
- Ability to work collaboratively as part of a ministry team.

Preferred

- Experience with graphic design, Canva, media creation, photography, or video editing.
- Familiarity with church operations and ministry practices.

About the Position

This position is an opportunity to use administrative and communication skills in support of the ministries and mission of Hebron Baptist Church. The successful candidate will demonstrate a heart for serving others, attention to detail, reliability, discretion, and a willingness to contribute wherever administrative support is needed.

To Apply:

Interested candidates should submit a resume and brief statement of interest to **hbcpersonnel@hebronbaptist.org**.