

FIRST BAPTIST CHURCH, CHATTANOOGA, TN
Education Administrative Assistant

Principle Function. Responsible to provide office support for minister(s) in the Education Dept. and their varied ministries within the church and community. Also, includes some clerical duties for the organizations of the church and the wider mission of the church.

Qualifications for the Position. Computer literate, including but not limited to Microsoft Office applications, graphics programs, and various relevant social media platforms. Able to communicate with members through various channels of communication. An outgoing, upbeat, self-motivated and well organized person is needed. Familiar with general office procedures and equipment.

Job Status. Non-exempt.

Responsibilities.

- Type general correspondence as needed along with recording, keeping and storage of both electronic and hard copies.
- Maintain office files and records, including but not limited to the Education ministry.
- Graphics and marketing skills will be needed for preparing flyers, publications and special materials for program ministries of the church.
- Place the order for, prepare organization literature, and distribute information to the Sunday School Classes.
- Assist with general office duties including but not limited to copying, mailings, telephone responsibilities.
- Assist minister in planning and organize events for the child and youth ministries.
- Play an active and responsible "hands-on" assistance to the ministers in their various projects and duties.
- Any other duties assigned by supervisor(s).

This job description was reviewed and approved by the Personnel Committee

Hours: Monday-Thursday 8:00 AM - 5:30 PM (1 hour lunch)

Benefits available after 90-days:

- ✓ Individual Health Insurance (paid by FBC)
- ✓ Family coverage is available (paid by employee)
- ✓ Individual Life Insurance (paid by FBC)—coverage is at 1½ times annual salary
- ✓ Dependent Life Insurance is available (paid by employee)
- ✓ Individual Long Term Disability Insurance (paid by FBC)
- ✓ Vacation Time is accrued – 2 weeks (80 hours) per year for the first 5 years
- ✓ Sick Time is accrued (6 days per year)
- ✓ Retirement Benefits begin after 3 years of continuous full-time employment