

First Baptist Church of Hampton (FBCH) is seeking to hire a full-time Administrative Assistant to join our team to assist with the daily administrative operations of the church. The successful candidate must possess excellent communication skills in order to provide friendly, compassionate service to our staff, members and visitors in person or by telephone.

**Position: Administrative Assistant**

**Position Open Date: February 5, 2024**

**Position Close Date: March 1, 2024**

**Hiring Range: Salary commensurate with qualifications**

**Website: www.thefbch.org**

**Location: Hampton, VA**

**Position Status - Full Time (40 hours/week) Job Classification – Non-Exempt**

**Principal Function:**

This position is a member of the administrative staff, reporting directly to Executive Administrator of FBCH. The individual will perform assigned administrative tasks; also, assist and support the Senior Administrative Assistant and the Executive Administrator in various administrative functions, as required. Must be able to work flexible hours, as needed or required.

**Qualifications:**

* **A relationship with God through faith as a committed follower of Jesus Christ as Savior; belief in and adherence to the Bible as God’s Holy Word; and, a practice of Christ-centered worship.**
* Possess a minimum of an Associate’s degree in a business-related field of study; or 2-years’ experience in a general/church business environment;
* Possess an active Notary Public certification or obtain one within 60-days of hiring;
* Possess strong computer skills with experience in the use of Microsoft Office applications (i.e., Outlook, Publisher, PowerPoint, Excel, and Photoshop). Experience with a database program (e.g., Access) and the ACS system is a plus.
* Have a working familiarity with general office practices and procedures;
* Possess effective oral and written communication skills; and excellent interpersonal skills
* Be able to exercise sound judgment and perform duties in a mature, professional, and disciplined manner;

* Possess excellent organizational skills and the ability to multi-task;
* Be able to function independently or in a team environment while maintaining a pleasant, positive, and professional demeanor;
* Must demonstrate initiative, resourcefulness, and the ability to be flexible and creative.

**Responsibilities:**

* **Provides quality customer service**

Serves as the initial contact person to greet visitors to the FBCH Administrative Office. Screens visitors and responds to telephonic and/or electronic contacts; assists as required by providing timely responses to inquiries, comments, and requests. Responds personally or redirects to appropriate person/department/ministry for prompt follow up.

* **Provides administrative support to the Church**

Performs all duties as assigned to assist with the daily operations of the Church. This may include, but is not limited to: assisting with updating office and church calendar; updating church attendance; assisting with print jobs and mailings; assisting in ordering office and other supplies; preparing baptism and child dedication certificates. Also serves as a Notary Public.

* **Processes incoming documents, correspondence and requests**

Processes incoming mail as assigned; distributes to appropriate person, department &/or ministry daily; prioritizes and takes appropriate action to ensure prompt follow through.

* **Assists with Church Events**

Assists with processing reservations and bookings for church meetings and events (internal and external); coordinates facility rentals (for members, ministries, and outside organizations); prints programs and other publications as necessary.

* **Updates Church’s Electronic Records and Databases**

Assists in updating the church’s electronic records, databases, and information systems, as required.

To be considered for this position, you must submit the following no later than 5:00 p.m. on the closing date listed:

* A resume to include your employment history; and a minimum of three (3) personal and professional references.
* A writing sample.

Each applicant’s submission will be reviewed for documentation that shows that they meet the qualifications stated in the job announcement. The decision to interview an applicant will be based on the information provided. Each applicant will be provided a confirmation of receipt when the application is received; therefore, **NO PHONE INQUIRIES** please.

Send all materials electronically to: careeropportunities@thefbch.org

**Absolutely no hardcopy or physical materials will be accepted**.