

University Baptist Church
100 S. Columbia Street
Chapel Hill, NC 27514

Position: Administrative Assistant

This part time position requires good communication skills, and the ability to multi-task in a Christian church office setting. An excellent knowledge of Word and Publisher is necessary. Maintaining work flow, organizing volunteer staff and assuring work is done timely and accurately are additional components of the position. Finally, assisting the ministry staff and congregation in their mission of Christian discipleship complete the key position points.

Applicants should have experience in office procedures, and a working knowledge of budget management. Computer skills necessary to create business correspondence, reports for staff and ministry communications as required. Website design, FaceBook and Twitter knowledge is needed. Empathy for those requesting benevolence assistance, and outreach, is a must.

UBC manages a parking lot for rent, and the overseeing of the volunteer coordination of the lot procedures, as well as occasional collection work is also part of the position.

This position is 30 hours per week, and salary is commensurate with experience.

If you are interested in this position, please send your resume to:

University Baptist Church
Attn: Dr. Rev. Mitchell Simpson
100 S. Columbia St.
Chapel Hill, NC 27514
or email: mtchbety@excite.com

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