

Administrative Assistant Job Posting

Durham Memorial Baptist Church is seeking an energetic and spiritually mature individual to serve our church family as Administrative Assistant.

This person will perform administrative and secretarial duties of a complex and confidential nature in support of the Pastor and other staff members and maintain efficient and effective church office operations. Accuracy and attention to details are foundational for this position. Strong skills in spelling, grammar and syntax are expected. Office hours are Monday through Thursday 9:00-2:00, Friday 9:00-1:00.

Durham Memorial is a congregation with about 130 to 150 in regular attendance. Durham Memorial affirms the Bible as the inspired Word of God and our guide to faith and practice. All employees of Durham Memorial must be willing to affirm the Church Covenant and Constitution. We are a diverse congregation who enjoy a blended style of worship, incorporating Praise and Worship music and traditional hymns. We affirm women deacons and have called ordained women to serve on the church staff. We are seeking the person that would honor God in this position and hope to find a good match for who we are as a church family.

24 hours per week, salary range of \$17,000.00-20,000.00 per year based on qualifications and experience.

For more information or to submit a resume, contact the Personnel Committee, Durham Memorial Baptist Church, 133 Robbins Road, Durham, NC 27703; 919-596-7350; or e-mail Personnel.DMBC@gmail.com.