



FIRST BAPTIST CHURCH

W I L M I N G T O N , N C



www.fbcwilmington.org/



411 Market Street



910.763.2471

Administrative Assistant for Discipleship, Worship and Engagement

First Baptist Church Wilmington, North Carolina

Full-Time - \$39,000 - \$41,500 per year

Benefits: Health Insurance, paid time off, and retirement plan

The general purpose of this position is to provide administrative support to the Discipleship, Worship, and Engagement ministries of the church.

Responsibilities:

Key Responsibilities 1: Discipleship Administration

Assist the Discipleship Department with scheduling, event forms and sign-ups, mailings, ordering curriculum, event preparation, and management of our CCB database* related to discipleship ministries including attendance.

Key Responsibilities 2: Worship Administration

Manage the Minister(s) of Worship's calendars, phone calls and administrative needs. Maintain music libraries both print and digital. Create weekly worship slides in ProPresenter 7. Track song usage and report weekly to CCLI and other agencies as necessary.

Key Responsibilities 3: Volunteer Management

Schedule for both in-person and online worship including but not limited to assisting ministers, volunteers, contracted musicians, and ushers. Schedule volunteers for discipleship events and ministries including childcare workers. Schedule volunteers for Activity Center.

Key Responsibilities 4: Print/Media support

Create, mail, and distribute discipleship brochures and newsletters as assigned. Create and print weekly orders of worship. Coordinate with the Director of Communications for church-wide publicity for discipleship and worship events.

Qualifications:

Candidate must have knowledge and experience in general office procedures and protocol; proficient in Office 365 suite, experience in working directly with people, excellent telephone skills, and the ability to maintain confidentiality. Experience with ProPresenter 7, Planning Center, and CCB* would be a plus. The ideal candidate should also possess the ability to organize and administer information with attention to detail, be a self-starter with excellent time management skills, and demonstrate situational awareness, friendliness, and compassion.

Education:

- Bachelor's (Preferred)

Experience:

- Microsoft Office: 3 years (Preferred)
- Customer Service: 3 years (Preferred)

Work Location:

- In person, downtown Wilmington, NC

**Church Community Builder, a subsidiary of PushPay*

Interested? To apply, email your resume and cover letter to John Daniels, Executive Pastor: jdaniels@fbcwilmington.org no later than August 30, 2023.