

First Institutional Baptist Church is looking for an Administrative Assistant to The Senior Pastor- Full Time

Who we are

FIBC is a body of believers who are- believing and living, going and growing, sharing and caring as active witnesses of the Kingdom of God on Earth. With evangelism and discipleship as our top priorities we endeavour to fulfil the Great Commission of our loving and liberating Lord, Jesus Christ. The vision for our church is to become a discipling fellowship through evangelism and emancipation. We spread the love and good news of Christ to all who would believe and work to set people free from whatever might be oppressing them and keeping them from becoming all that God created them to be.

What you'll be doing

The Administrative Assistant to the Office of the Sr. Pastor is responsible for providing high level administrative support to the Sr. Pastor to keep the pastor's path clear of nonessential tasks and decisions. The Administrative Assistant will serve as the first point of contact for the Sr. Pastor internally and, in many instances, as his voice or face externally.

You will be responsible for...

- Serving as gatekeeper for Sr. Pastor (emails, phone calls, office visitors).
- Maintaining SP's calendar, providing SP with a daily/weekly/monthly schedule.
- Preparing content and collateral for meetings and recording minutes when in attendance.
- Preparing and/or reviewing outgoing correspondence from the office of the SP (reports, emails, etc).
- Maintaining files, databases, passwords, expense receipts and tax documentation.
- Sermon support (sermon slides, lesson copies, proof reading/editing, manuscript production and archiving).
- Coordinating logistics for all SP's speaking engagements.
- Coordinating logistics for guest to FIBC (invite letter, travel, accommodations, schedule, honorarium, etc).

What we need from you*

- 5+ years experience as a high functioning administrative assistant
- Good working knowledge of Microsoft Office Suite, Google Docs, and cloud based storage systems
- Project management skills and the ability to manage multiple tasks simultaneously

What personal characteristics will you bring to us?

- Evident relationship with Jesus Christ
- Reflects a healthy, vibrant spiritual condition and core values
- Outstanding organizational skills
- High emotional intelligence and interpersonal skills
- Ability to work well in a team environment as well as independently

- Time management and prioritization skills
- A cheerful, diplomatic, and caring disposition
- The gift of hospitality
- Ability to maintain confidentiality in all situations

Want to apply? Get in touch today

*Successful candidates must be able to pass a background check