



New Beginnings Baptist Church  
16218 N Westwood Drive  
PO Box 217  
Rothdrum, ID

# Church Office Assistant

(Part-Time)

**Hours:** 12 hours per week

**Reports to:** Pastor

**Pay:** \_\_\_\_\_

## Position Summary

The Church Office Assistant provides administrative and communication support to the Pastor and church leadership. This role helps the church office run smoothly by managing schedules, preparing weekly communications and worship materials, welcoming guests, and coordinating basic ministry logistics. The assistant serves as a friendly, organized, and confidential point of contact for the congregation and community.

---

## Primary Responsibilities

### Pastoral & Administrative Support

- Awareness of the Pastor's calendar, appointments, and meeting requests
- Assist with correspondence (emails, letters, reports, forms)
- Maintain organized paper and digital files
- Handle incoming calls, messages, and mail
- Support special projects as assigned

### Weekly Worship & Communication Support

- Prepare weekly bulletins, slides, and announcements
- Format and distribute church-wide emails or newsletters
- Update the church calendar and website/social platforms

### Office Operations

- Serve as the first point of contact for visitors and members
- Maintain office supplies and basic organization of the workspace
- Coordinate facility or service requests as needed

### Ministry & Event Coordination

- Assist with logistics for events, meetings, weddings, and funerals
- Help schedule rooms and volunteers when necessary
- Prepare materials for classes, services, or special services



## Qualifications

- Personal faith consistent with the church's mission and values
  - High integrity and ability to maintain confidentiality
  - Friendly, hospitable, and service-oriented
  - Clear written and verbal communication
  - Proficiency with basic office software (Word, email, presentations, etc.)
  - Ability to work independently with minimal supervision
- 

## Suggested Schedule

Open to restructuring.

- **4 days (3 hrs)**            Tuesday - Friday
  - **3 days (4 hrs)**            Wednesday - Friday
  - **2 days (6 hrs)**            Wednesday & Friday
-