

Ministry Coordinator & Administrative Assistant Position

New Beginnings is looking to hire a full-time Ministry Coordinator & Administrative Assistant. The position reports to the senior pastor and supports a variety of ministries and leaders within the church and outside the church including FaithLife Market, BattleLine Boxing Club. and Together for the Mountains..

Job Duties

Coordinating Meetings for the Senior Pastor and Other Church Leaders
Processing Background Checks of volunteers and employees
Assist in Coordination and Planning of Elder Meetings
Assist in Coordinating Outreach and Ministry Activities
Manage the Master Facilities Calendar for Church and Community Activities
Prep for Guests/Meetings at New Beginnings
Answering Phone Calls/eMails/Messages at New Beginnings
Assists in Volunteer Scheduling and Reminders
Data Entry and Management of ChurchTeams Database
Posting Announcements/Reminders on Social Media
Filing and Organizing Church Related Business Articles
Managing and Ordering Church Supplies
Assisting the Treasurer in Bookkeeping Activities
Other duties as assigned by the supervisor

Expectations

The individual should exhibit professionalism, have a conscientious work ethic, should exhibit wise judgment, and be respectful of confidentiality. They must be teachable, ambitious, and willing to learn new skills that may require special training or using new resources. Likewise, the assistant needs to possess multitasking skills and know how to prioritize tasks with the ability to work independently. They need to have a heart of service and a Jesus centered attitude. Working with the public should be something they enjoy and use to spread the love of Christ.

Requirements

Associates degree or comparable experience preferred
Experience in technology including email, Microsoft Office and/or Google Suite
Experience in maintaining records, filing, and office management
Strong written and verbal communication skills
Valid Driver's License & Passing a Background check
An active attendee of New Beginnings Fellowship Church
Ascribe to New Beginnings Fellowship Church's [statement of faith](#).
Availability to work 8:30-4:30 Monday through Friday and occasional evenings and weekends.

The position will be an hourly position averaging 35-40 hours/week with a salary commensurate with experience. To apply for this position please submit your resume and a brief description of your interest in the position to info@nbfc.church.