



**Fellowship Bible Church** is looking to fill a part-time **Adult Discipleship Administrative Assistant** position with someone who is called to serve within the church and the Topeka community! This person has a self-starter mentality that translates into an objective driven, eager heart, ready to fulfill this ministry's goals. Are you friendly, upbeat, a connector and a creative and organized planner? If so, we are ready to meet you!

### **Primary Duties and Responsibilities:**

- Provide administrative and organizational support for the Adult Ministry Leader
- Provide frontline and administrative support as requested to ensure timely completion of projects
- Initial point of contact for the Adult Discipleship team; answer, screen and forward incoming telephone calls
- Manage email, voicemail and communication requests in a timely, thorough manner
- Respond to all communication with professionalism, sensitivity and discretion
- Schedule and coordinate meetings and events
- Assist with calendaring as requested
- Prepare documents, reports, etc. in support of projects and meetings
- Provide high-quality deliverables by formatting, editing and representing data correctly
- Maintain working knowledge to provide database management
- Assist with event planning and support
- Oversee all Adult Discipleship items associated with CCB
- Liaison to other ministries and volunteer teams
- Assist with ongoing social media presence thru all outlets used by FBC (Facebook, Twitter, etc.)
- Take initiative for and coordinate new and special projects as requested

### **Skills and Abilities Needed:**

- High School Diploma, and Associates or Bachelor's Degree, preferred
- 2 + years administrative experience, preferably in a church/non-profit setting
- Must have a heart for the ministry of Fellowship
- Demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible Study and worship attendance
- Bring consistent joy and positivity to the work environment
- Efficient, caring and discerning telephone skills
- Must possess a working knowledge of standard office equipment including copiers and phones
- IT literacy and software system skills - Microsoft Office Suite, Google Suite, web-based applications and internet
- Strong administrative, and organizational skills including writing and proofreading
- Self-starter with a high level of resourcefulness and initiative
- Great communicator able to collaborate with other team members in a professional, efficient manner
- A strong propensity for sound judgement as many materials and subjects are sensitive and confidential
- Strong communication skills both verbal and written
- Ability to multitask and prioritize functions to meet deadlines
- Adaptable, able to manage shifting priorities, move from one task to another at a moment's notice
- Must possess a helpful, cheerful, diplomatic and caring servant attitude to all