



Fellowship Bible Church is looking to fill a part-time **Outreach Administrative Assistant** position with someone who is called to serve within the church and the Topeka community! Do you have a servant's heart and strong teamwork ethic? Are you a natural encourager? Do post-its, projects and presentations make your heart happy? If you are thinking yes, yes, yes and would enjoy connecting with a fun ministry team then this role is for YOU! Our ideal new team member is teachable, flexible and has an authentic love for non-believers to know Christ!

Primary Duties and Responsibilities:

- Provide administrative and organizational support for Outreach team including but not limited to events, appointments, training, materials, and communications (web, social media, etc.)
- Receive all phone calls for Outreach Staff, relay messages and calls to appropriate individuals
- Submit requests and coordinate room reservations for all Outreach events
- Coordinate all printed outreach material requests with Communication's Director
- Ensure Outreach information is current on all communication platforms
- Oversee development and implementation of all communication needs internal/external including monthly Outreach newsletter
- Schedule appointments, meetings, and conferences onto calendar for Outreach Team Lead
- Coordinate and send out ongoing communication and emails for Outreach events
- Develop or print forms, materials or sheets needed by Outreach team
- Maintain various types of files and databases
- Receive and screen all paper mail
- Coordinate new and special projects as requested
- Maintain confidentiality and privacy with matters concerning church, individuals, and other information learned while performing church matters
- Oversee all outreach items associated with CCB
- Available to purchase items or run work related errands for Outreach Team Lead

Qualifications, Skills and Abilities:

- Exercise proficiency in computer applications such as Microsoft office suite, word processing, spreadsheets, presentations, and database, including Google applications
- Required to exercise creativity and sound judgement without close supervision
- Ability to prioritize and manage work to effectively and efficiently accomplish tasks with excellence
- Proficient use of the English language
- Efficient, caring and discerning telephone skills
- Commit to personal growth
- Must have a heart for the ministry of Fellowship
- Demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible Study and worship attendance
- Strong administrative, and organizational skills
- Ability to effectively communicate both verbally and written, with all leadership and members in an attentive, friendly, courteous and service oriented manner
- Ability to multi-task, manage shifting priorities, and use good time management skills in fast pace setting
- Consistently be a role model and set an example for others to follow