



Part-Time Administrative Assistant Job Description

Do you have the desire to serve the Lord as an Administrative Assistant? Are you an unusually organized person? Do you have all your friends' and family members' birthdays in your calendar? Do you have a servant's heart? Do you especially love helping other people get organized? If you answered yes to these questions, please read on . . .

The Pastoral Team at Faith Presbyterian Church is looking for a person to join our staff as their Administrative Assistant. This person will interact daily with the members of our Pastoral staff, along with various members of the church throughout our community.

At Faith, we have a heart to "make disciples by exalting God, equipping God's people, and engaging God's world" - and we are assembling a team to do just that!

We're looking for men and women with passion. Do you want to help us change the world one calendar request at a time? If so, Faith Presbyterian could be a fit for you. Here are more specifics on what we're looking for with this position.

Skills/Requirements

- Must be a follower of Jesus
- Have previous administrative and/or support-based experience
- Have Microsoft Office skills- Publisher, Word, PowerPoint and Excel
- Must have experience with social media and website management
- Is energized by serving others
- Is extremely organized
- LOVES details
- Works well as part of a well-established team
- A self-starter not afraid of quiet tasks
- Enjoys improving processes and working with people
- Enjoys a fast-paced environment with high level of accuracy also required
- Ability to work Tuesday-Friday from 9:00am- 4:00pm

A few things we'd like you to know about us:

- We have an unwavering desire to honor Christ, and reach our community.
- We desire a good fit for our team more than resume superlatives.
- We enjoy community and fellowship.
- Our interview process may be more involved and thorough than you are used to.
- We work really hard all the time, but we have fun, too!

How to apply:

Please email your job application, resume and cover letter to work@faithgainesville.org or mail to Faith Presbyterian Church at 5916 NW 39th Avenue, Gainesville, FL 32606.