

Back Creek Church is an Associate Reformed Presbyterian Church located in Charlotte, NC. Our mission is connecting people with the Hope of the Gospel. For more information about our church and our values, please visit www.backcreekchurch.org.

Back Creek Church is hiring an Administrative Assistant.

This is a full-time position (40 hours per week), with benefits.

Key responsibilities of this role include daily interaction with church staff and members, administration of church database, email, and other electronic resources such as church website and social media pages. Excellent written and verbal communication skills are required in this role, as are multitasking, organizational, interpersonal, and time management skills. Proficiency in Microsoft Office Suite applications such as Word, Outlook, Excel and Powerpoint are required. Experience/familiarity with marketing or graphic design programs such as Canva preferred.

Submit letters of interest with resumes to: **jobscaa@backcreekchurch.org**

For more information go to: <http://www.backcreekchurch.org/engage/job-opportunities/>