

OPEN POSITION POSTING
Church Secretary

The Church is recruiting to fill the role of Church Secretary. The primary duties and qualifications are as follows:

Primary Duties:

The Church Secretary performs general secretarial and administrative duties for the Pastor, and routine clerical and technical support for the Administrative Ministries of the church. The Church Secretary aids the Pastor where needed in carrying out his leadership and pastoral duties. This position functions to maintain a cohesive bond between the church, church members and community during operational hours of the church office. This position reports to and is evaluated by the Church Administrator with feedback from the Pastor and Personnel Ministry Team Leader. This position is full-time, 30 hours per week.

Qualifications:

1. Preferred (but not required) to be a member of First Baptist Church of Jeffersontown a minimum of two (2) years, and a member in good standing.
2. Must have excellent organizational skills.
3. Must have excellent written and verbal skills.
4. Must have knowledge of office environmental tools (i.e. PC, Office Management software – Word, Excel, PowerPoint, Publisher (or its equivalent)).
5. Must exhibit high morale character and maintain confidentiality.
6. Background check is required.

To apply, please complete the employment application located on the fbcjtown.org website, attach your resume' and mail to the Church to the attention of Personnel Ministry Team Leader, 10600 Watterson Trail, Jeffersontown, KY 40299. You may also place your application and resume in the secure mail slot on Personnel Ministry door #104 in the lower level.