

## **Overview:**

Providence Baptist Church, a congregation that seeks to minister to people of all ages, is seeking a full-time Operations Associate for Ministry Support with excellent communication skills, collaborative abilities, and administrative experience to join our ministry team. This position supports the church's ministry by providing administrative support, project oversight and serves as the first-point of contact to both the Minister of Music and Minister for Adult Discipleship, while being a positive ambassador for Providence who uses superior written and interpersonal skills to share the good news of God's love for all people.

**Application Instructions** – Interested applicants must submit a cover letter outlining qualifications and interest in the position, an up-to-date resume, and at least three (3) professional references. Incomplete and/or late application packets will not be considered. Email required application materials for consideration to [alawlor@providencebc.org](mailto:alawlor@providencebc.org)

Applicants selected for consideration will be contacted directly between now and August.

For more information about Providence Baptist Church please visit our website – [www.Providencebc.org](http://www.Providencebc.org). No unsolicited phone calls, emails, or visits, please.

## **Main areas of responsibility:**

### ***(Internal and external):***

- Drafts, produces, publishes and delivers worship orders, funeral orders, and other music/worship projects as assigned
- Oversees Ministry projects/tasks which includes:
  - a. Maintaining accurate records (posts, updates, revisions, committee team/rosters, etc.
  - b. Producing, collation, distribution, and mailing of reports, projects, etc.
  - c. Volunteer, recruitment, scheduling, training, and retention and support volunteer leadership.
  - d. Maintaining accurate roster(s) of members of committees/teams and notifies them of meetings, projects, requirements, etc.
  - e. Coordinating programs and ministry goals/endeavors (registration, retreats/trips, special events, etc.
  - f. Participate in department meeting and other meetings as assigned.
- Assists with supervisor's calendar, appointments, speaking events, travel details, and receives all guests prior to access to the supervisor.

- Maintains an inventory of assigned ministry equipment/devices and notifies supervisor and/or other staff of maintenance needs (preventative, repair or replacement).
- Assists supervisor with adhering to standard operating procedures (SOP), ministry requirements, and compliance with the ministry budget.

### ***Professional/Qualifications***

- Self-Starter with the ability to work independently and be an active member of a team
- Strong organizational skills; perform and prioritize multiple tasks with attention to detail
- Superior verbal, written and interpersonal communications skills and exemplary grammar and spelling.
- Strong computer skills, including proficiency with Windows computer systems, Google Suite, web-based and digital platforms, and proficient in all Microsoft Office Suite applications.
- Supportive of the values and mission of Providence.
- Bachelor's degree preferred, and/or combination of education and experience in communications, publications, or research.
- Pass a pre-employment criminal background.

Pass fingerprint background investigation for licensed NC child development facilities within 60 days of employment