

Administrative Assistant

201 E 6th St | Rincon, GA 31326 | fbcrincon.com



FBC Rincon is currently seeking an Administrative Assistant to work in our church office on Mondays through Fridays from 8:30am to 5:00pm. The Administrative Assistant will be responsible to the church, under the supervision of the Lead Pastor in coordination with the Personnel Team, for supporting the day-to-day operations of our church office. This includes answering phones, greeting visitors, and assisting in a variety of tasks to support the work of our church, its ministers, and its members. Benefits include competitive pay starting at \$16.00 per hour, paid time off, flexible scheduling, and a relaxed and friendly office environment.

Key Responsibilities

- Answer phones and greet guests
- Provide administrative assistance to staff, church members, and committees
- Make copies, create and track event registrations, and generate reports
- Manage outgoing mail
- Help maintain church and staff calendars
- Manage the church's electronic lock and key system (Avigilon software)
- Provide administrative support for church events such as baptisms, weddings, funerals, and other special events
- Maintain church membership records
- Create Quarterly Conference reports
- Welcome and assist all benevolence requests
- Attend weekly staff meeting
- Any other related work as directed by the Lead Pastor

Qualifications

- Alignment with FBC Rincon's purpose, core values, and statement of faith
- Warm, enthusiastic, and welcoming demeanor to members and guests
- Ability to work well with others—over the phone, in person, and writing
- Strong organizational skills
- Strong working knowledge of common office software (e.g., Microsoft Office, Google Docs, or Mac alternatives)
- Experience with church management software such as Church Teams and Planning Center is a huge plus

About FBC Rincon

FBC Rincon is a growing church in a growing community. We have many guests each week, especially young families. We have thriving ministries to kids, students, young families, senior adults, missions, and our community. As a suburb of Savannah, GA, our community has a small-town feel, but with the added excitement of lots of new people and industry. We also enjoy all the amenities of living close to historic downtown Savannah, the shopping and entertainment of Pooler, and the nearby beaches of Tybee Island and Hilton Head. Here's a video introduction from our Lead Pastor: https://youtu.be/L_jyCU1pxMc.

How to Apply for this Job

Email a cover letter and your resumé to jobs@fbcrincon.com.