

First Baptist Church
Blue Springs, Missouri

Ministry Description

Title: Administration

Gifts, Skills, Talents, Qualifications:

Service, Hospitality, Patience; must be able to type at least 35 wpm, must have the ability to compile and update statistics and reports, must have a working knowledge of Word, would be a plus to know Publisher, must be able to operate a printer, scanner, fax, and copy machine

Responsibilities:

- **Files**
- **Performs data entry**
- **Completes reports**
- **Completes/updates statistics**
- **Completes correspondence and thank-you letters**
- **Orders food online from Harvesters Community Food Bank**
- **Designs flyers**
- **Operates copy machine**
- **Maintains form and supply inventory**

Time Commitment:

Tuesday and Thursday, 9:30 to 12:00 pm; Wednesday, anytime between 5:00 pm and 7:00 pm

Training/Support Provided:

This position will be supported by Office Manager and Floor Coordinator.