

Friendship Baptist Church | Paducah, KY

Administrative Assistant (32 Hours/Week)

NOW HIRING: Administrative Assistant

The Friendship Family is seeking a compassionate, organized, and dependable Administrative Assistant to serve as the welcoming presence and behind-the-scenes support that helps our ministries thrive. This role is more than office work - it is a ministry of hospitality, organization, and communication. You will help create a calm, inviting environment while also ensuring the daily operations of the church run smoothly and efficiently. As technology and ministry needs continue to grow, this position plays a vital role in keeping our church connected, organized, and prepared to serve.

What You'll Do...

A Heart for Hospitality

- Provide assistance to visitors and congregation members with warmth and professionalism during office hours
- Serve as the primary weekday phone contact for the church, routing calls/messages to church staff
- Compose thoughtful correspondence to members, visitors, and ministry contacts as needed

Organization & Administration

- Maintain accurate records using church management software
- Prepare weekly bulletins, mid-week prayer lists, and monthly newsletters
- Sort and distribute incoming mail to staff and ministry leaders

Financial Assistance Support

- Responsible for essential financial tasks, including:
 - Accounts payable
 - Payroll and tax processing
 - Reimbursements
 - Bank reconciliations
 - Monthly financial reporting
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Who We're Looking For

- A welcoming, calm, and service-oriented spirit
 - Strong organizational and communication skills
 - Ability to manage multiple priorities with accuracy and discretion
 - Comfort with office technology and recordkeeping systems
 - Trustworthiness in handling confidential information and financial data
 - A heart for supporting ministry through administration and hospitality
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Why This Role Matters

This position is essential to the life of the church. You will be the steady presence that helps ensure people are greeted warmly, information is communicated clearly, and ministries are supported effectively.

Interested?

If interested in this ministry position, please submit your resume to jason@friendshiponthenet.org before June 19.