

8/31/21

Job Announcement

The United Baptist Church & Mission Center is Seeking a Part-time Administrative Assistant, with a career path toward Office Manager, for in-person employment (pending background check and references). We are looking for a staff "team player" with a heart to serve the local community's and our congregant's needs. Our Mission Center building partners and community organizations collaborate with us to reach more people than we can serve alone. If you are personable, professional, creative, can think outside the box, and have a big heart, you will love growing with us!

We are located at 7100 Columbia Pike, Annandale, VA 22003. Employment hours are 9 a.m. – 3:30 p.m. Monday through Friday (32.5 hours/week), with 30 min. paid lunch break, compensation, vacation, and sick leave. An initial 90-day probationary period will determine suitability of both parties.

Skills & Requirements: Microsoft Office Suite, database and calendar management, English grammar competency and writing a plus; a demonstrated ability to file, organize, and manage multiple projects; property, construction, or facilities experience desired; hospitable phone and on-location reception skills; familiarity with social media and simple website editing.

On-the-job training and competency may lead to additional responsibilities and compensation. Please send your resume to pmoyer@unitedbaptchurch.org or contact Rev. Pamela L. Moyer at **703-256-5900**.