

CENTRAL SUPPORT COORDINATOR / MINISTRY ASSISTANT

Are you highly organized, tech-savvy, and energized by supporting the operational side of ministry? We're looking to hire a part-time employee (20-29 hours/week) to oversee the church office, help manage our church calendar, and coordinate hospitality efforts — in addition to serving as our primary receptionist and friendly first point of contact for members and guests.

RESPONSIBILITIES

Office Administration & Guest Services

- Serve as the primary receptionist for the church office
- Greet and assist visitors, members, and guests with professionalism and warmth
- Answer phone calls, route inquiries appropriately, and provide general information
- Manage office supplies, mail distribution, and basic office organization
- Assist with maintaining accurate and confidential records, databases, and filing systems

Calendar, Scheduling & Event Support

- Assist with managing the church's master event calendar
- Coordinate room and facility scheduling using church scheduling software (Planning Center Calendar)
- Help manage event registrations, RSVPs, and basic reporting
- Coordinate logistics with internal teams and approved outside groups using church facilities

Hospitality & Volunteer Support

- Assist with hospitality needs for meetings and events (room setup, signage, refreshments, materials)
- Coordinate with the Director of Food Services as needed for event support
- Help schedule and support volunteers serving in administrative or hospitality roles
- Support volunteer onboarding steps such as background checks and badge coordination

Administrative & Operational Support

- Provide administrative support to the Executive Pastor and Director of Operations as needed
- Prepare meeting materials, take notes, and track basic action items as needed
- Assist with expense tracking, maintaining records for credit card transactions and basic reconciliations + reimbursements
- Assist with basic budget support in coordination with the Business Office / Finance team as needed

Facilities, Systems & Data Support

- Assist with tracking facility requests, work orders, and related communication

- Perform routine data entry in church management systems (attendance, guests, events, etc.)

QUALIFICATIONS

Required

- Strong organizational skills with a high level of attention to detail
- Excellent interpersonal, written, and verbal communication skills
- Tech-savvy, with a demonstrated ability to learn new systems and software quickly
- Self-starter who works proactively and does not require constant direction or supervision
- Ability to handle sensitive and confidential situations with discretion, professionalism, and grace
- Proficiency with Microsoft Office (Word, Excel, Outlook) and standard office equipment

Ideal / Strongly Preferred

- Experience working in a church
- Familiarity with church management software (e.g., Planning Center)
- Comfortable using an Apple / Mac computer
- Experience with data entry and project tracking
- Experience coordinating or supporting special events

FAITH ALIGNMENT

You do not need to be a member of Forest Hills Baptist Church, but you must be a professing Christian — a Bible-believing, committed follower of Jesus Christ. You also need to be in agreement with the church's Statement of Faith, as well as our mission, vision, and values. Go to fhbc.org/who-we-are for more information.

TO APPLY

Send a resume to jake.day@fhbc.org to apply. No phone calls, please.