

## Executive Assistant (Part-Time) | Calvary Baptist Church | Valley Center, KS

Calvary Baptist Church is seeking a ministry-minded Executive Assistant to support the Senior Pastor and help lead church communications, administration, and office operations. The ideal candidate is organized, technologically proficient, self-motivated, and passionate about using their gifts to serve Christ and His church with a spirit of excellence.

This 30-hour-per-week position combines executive support, communications, database management, member engagement, and office administration in a growing Southern Baptist congregation.

If you enjoy creating order, improving systems, supporting ministry leaders, having an eye for detail, and helping people connect with the life of the church, we would love to hear from you.

## Executive Assistant

**Calvary Baptist Church** Valley Center, Kansas

### Position Overview

Calvary Baptist Church is seeking a part-time Executive Assistant to provide administrative support to the Senior Pastor and help strengthen the communication, organization, and day-to-day operations of the church.

This position is ideal for a highly organized, self-motivated individual who enjoys serving behind the scenes to support ministry. The successful candidate will combine strong administrative skills, technological proficiency, and a heart for serving Christ and His church.

The Executive Assistant serves as a key point of contact for members, guests, volunteers, and ministry leaders while helping ensure the church office operates efficiently and professionally.

### Position Details

- Part-Time (~30 Hours Weekly)
- Hourly Position
- Generally M-T, Th-F, 10:00 a.m.-4:00 p.m.; W 10-5:30 p.m. (with one-hour lunch break)
- Hours may change after 60 day trial period.
- Limited remote work flexibility as approved
- Reports directly to the Senior Pastor

### Primary Responsibilities

- Provide administrative support to the Senior Pastor
- Manage digital calendars, appointments, and ministry communications
- Prepare weekly church bulletins and announcement slides
- Maintain the church website and social media platforms
- Manage church records using ChurchTrac (ChMS)
- Coordinate church calendar events and room scheduling
- Assist with visitor follow-up and member communications
- Support church committees, ministry leaders, and special events
- Monitor office voicemail, correspondence, and incoming mail
- Assist with office organization, supplies, and general administrative functions

- Help develop systems and processes that improve church communication and effectiveness including digitizing records.

## Qualifications

### Spiritual Qualifications

- A clear testimony of faith in Jesus Christ
- Evidence of a growing Christian life
- Faithful participation in a Bible-believing local church
- Preference given to active members of a Southern Baptist church
- Agreement with, or no substantive conflicts with, the Baptist Faith and Message 2000
- A genuine desire to support the mission and ministry of Calvary Baptist Church

### Professional Qualifications

- High school diploma or equivalent required
- Minimum two years of administrative, office, communications, or related experience
- Strong organizational and communication skills
- Ability to work independently and manage multiple priorities
- Ability to maintain strict confidentiality
- Proficiency with Microsoft Word and PowerPoint
- Willingness and ability to learn new technologies and systems

### Preferred Qualifications

- Associate's degree or bachelor's degree
- Experience in a church, ministry, nonprofit, education, or professional office environment
- Experience supporting senior leadership
- Familiarity with ChurchTrac or similar church management software (ChMS)
- Experience with website management, Canva, and social media platforms

### Ideal Candidate

We are seeking someone who is:

- Organized and detail-oriented
- Self-motivated and dependable
- Teachable and adaptable
- Comfortable with technology
- Professional and personable
- Capable of anticipating needs and solving problems
- Passionate about supporting ministry through administrative excellence

## To Apply

Please submit:

- Resume
- Cover Letter
- Brief testimony of your faith in Christ and church involvement
- Three references (professional and/or ministry)

Applications will be collected until October 1<sup>st</sup>, 2026, and may be submitted to:

**Dr. Philip Carlson, Senior Pastor** Calvary Baptist Church Valley Center, Kansas via email: [pastor@calvaryvc.org](mailto:pastor@calvaryvc.org)