



8/31/21

Job Announcement

The United Baptist Church & Mission Center is seeking a new Part-time Administrative Assistant, with 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 needs 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 a personable, professional, creative and visionary pioneer with 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. Initial 90-day probationary period will determine suitability of both parties.

Requirements: Microsoft Office Suite software skills; database and calendar management experience; 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; plus 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 [Rev. Pamela Moyer](#).