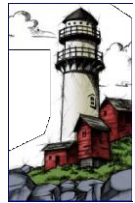


Barksdale Baptist Church

"Send out Your light and Your truth! Let them guide me..."

Psalm 43:3



JOB POSTING

Administrative Assistant

Barksdale Baptist Church is looking for a part-time Administrative Assistant who is a people person who will serve as the first and ongoing impression of our church in the daily administration of the church. This person will provide administrative service to the church in the normal course of work. The work schedule is Monday through Friday from 9:00 a.m. to 2:00 p.m. Salary is commensurate with experience.

The Administrative Assistant's duties include the following:

- Interactively helping produce church publications and presentations for use in church worship and events
- Maintaining the records of the church in a timely and orderly fashion
- Assisting with other projects as assigned
- Communicating with church members and non-church members who contact the church via telephone, mail, and email

Qualifications include:

- Active faith in Jesus Christ
- Affirmation of the Church's statements of faith and practice
- High School Diploma
- Excellent communications skills
- Strong knowledge of MS Office or equivalent
- Willingness to learn new software used by the church

Barksdale Baptist Church seeks to live out the commandments of our Lord and Savior Jesus Christ by loving God, loving people, and making disciples with the goal of transformed lives. If you'd like to join us in this by serving as our Administrative Assistant, please submit a current resume.

If submitting it by mail, send it to Barksdale Baptist Church, Attn: Personnel Committee, 1714 Jimmie Davis Hwy., Bossier City, LA 71112.

If submitting it by e-mail, send it to bbcbc@att.net with the Subject line, "Attn: Personnel Committee."

1714 Jimmie Davis Hwy., Bossier City, Louisiana 71112

Phone: 318-742-1641

E-Mail: bbcbc@att.net

Fax: 318-742-1689