

First Moncton Baptist Church is seeking a full-time administrative assistant. This position will serve all members of the ministry team in a positive team atmosphere as directed by the Senior Pastor. The successful candidate will be responsible for the daily administration of the church office including, but not limited to, being the primary contact for the public and the church members during regular office hours, preparation of the Sunday bulletin, maintenance of office supplies and equipment, and facilitating the schedules of the ministry team. Other duties include the maintenance of church records such as mailing lists, births, marriages, minutes, and the preparation of communications to the church membership. For further job description details and to apply visit their website at [www.firstmoncton.com](http://www.firstmoncton.com).