**Ministry Administrative Assistant**

This currently is a part-time, hourly paid position at Landover Hills Baptist Church in Landover Hills, MD, working Monday through Friday, 20-24 hours. (days adjustable after training). The candidate will provide all administrative and secretarial support to the Pastor and church ministries, answering incoming phone calls and emails, as well as preparing, designing weekly documents, such as bulletins, handouts.

Interested candidates should have a minimum high school degree, 3-5 years secretarial experience, excellent interpersonal and organizational skills, and proficiency in various computer software, such as Microsoft Word, PowerPoint, Publisher, and a working knowledge of QuickBooks would be helpful but not required, as well as participating in a computer literacy test. A letter of recommendation from your current Pastor will be required, if not a current member of Landover Hills Baptist Church.  A basic background check will be performed.

If interested, please contact Landover Hills Baptist Church at 301-577-6700 or by email at [office@lhbcmd.org](mailto:office@lhbcmd.org) for more details.