

Needed: Ministry Assistant
Arp Emmanuel Baptist Church
Arp, Texas

- Permanent Part-Time position – 28-30 hours weekly
- Competitive Salary – The ideal candidate will possess the following skills:
- Proficiency using Microsoft Windows, Word, Excel, QuickBooks and other computer programs as needed.
- At least 5 years' experience as a Lead Administrative Assistant.
- Ideal candidate must have excellent interpersonal skills, exhibit good organizational skills and maintain the highest professional standards.

To apply, please send one-page resume and cover note to:

Dr. Ron Klingsick
P O Box 87
Arp, TX 75750