

Hiring Part-time Administrative Assistant  
Walton Road Baptist Church  
2001 SE Walton Road, Port Saint Lucie, FL 34952  
info@waltonroad.org, Phone/Fax: 772-337-1467

Position: Administrative Assistant

Location: Walton Road Baptist Church, 2001 SE Walton Road, Port Saint Lucie, FL 34952

Hours: 10 hours per week to be done in two (2) five hour days (Monday or Tuesday and then Wednesday or Thursday)

Pay: Starts @ \$9 per hour but can go up depending on proficiency.

Responsibilities: Preparing Weekly bulletin, Power point, email blast and other documents, answer phones and other office duties

Software: Microsoft Office, Power point, excel, internet research, Gmail, membership program, etc.

Knowledge and experience preferred:

- Microsoft Word and Power Point, Internet Browser, Gmail
- Administrative/clerical procedures
- Proficient in the English Language (spelling, punctuation, grammar, etc.)

Key Competencies

- Typing
- Verbal and written communication skills
- Attention to detail
- Interpersonal skills

Please call or respond to A.S.A.P.:  
Pastor Steve Moore,  
[stevemoore@waltonroad.org](mailto:stevemoore@waltonroad.org)  
Cell Phone: 772-529-8142