

Church Secretary / Administrative Assistant

Fountain Baptist Church, located in Baltimore, MD, seeks a part-time Secretary / Administrative Assistant. The duties include providing clerical and typing support, answering the phone, receiving visitors, manage mail/deliveries to the church office, preparing the weekly church bulletin and posting member's weekly contributions.

This position requires understanding the necessity for confidentiality and the ability to practice discretion.

All interested parties can email a cover letter and resume to: RR-FBC@Comcast.net.