



East End Baptist Church in the heart of Suffolk, Virginia is looking for a creative, motivated, well-organized individual with exceptional interpersonal skills to serve as in the full-time role of Administrative Assistant. In this role, the successful candidate will support our Pastor, congregation, a diverse group of ministries and a wide range of encounters as we go about the business of serving our community and sharing the word of God.

Interested candidates will at a minimum need to have proficiency in ALL of the major social media platforms i.e., TikTok, Instagram, Twitter, Facebook; excellent written and verbal communication skills; a working knowledge of and expertise in all Microsoft Office desktop applications; and the ability to work flexible hours.

Primary duties would include, but not be limited to, keeping an active Senior Pastor's calendar, ensuring that information on our website is current and accurate, posting information on our outdoor electronic sign and interacting with our congregation, vendors, and the public in general.

If you are interested in this position, please submit an up-to-date resume to us at:

office@theeastendbaptistchurch.com

or contact

**Ms. Tamara McBride
East End Baptist Church
1056 Portsmouth Blvd.
Suffolk, VA 23434
757-539-3324**