

**EAST HILL BAPTIST CHURCH
CHURCH ADMINISTRATOR**

East Hill Baptist Church is seeking a Church Administrator who will be responsible for administering the business, personnel, and administrative affairs of the Church in support of the various ministries and programs. The Church Administrator reports to the Senior Minister.

Qualifications: Job requires college degree and/or three or more years of experience in church administration. Individual must be competent in accounting procedures, computer skills, and in oral and written communication. Must have the ability to work with church committees and be able to gather, organize, and present various reports and programs to the church.

Interested persons should submit:

- (1) A cover letter expressing their interest in the position;
- (2) A resume' outlining work experiences that are relevant to this position; and,
- (3) The names of three (3) references who can speak to the applicant's work ethics, Christian commitment, ability to supervise and work with people, and computer skills.

Target date for hire: On or near April 30, 2010

Mail applications to:

East Hill Baptist Church
Application, Church Administrator
912 Miccosukee Road
Tallahassee, FL 32308-5085