

Job Title	Ministry Assistant
Employer/ Agency	Westbury Baptist Church
Job Description	This is a ministry assistant position to two ministers at the church. We work with benevolence, youth, children, Braes Interfaith Ministries providing food and clothing and rental/utility assistance to families in need, the Women's Pregnancy Center (for unwed and abused women), World Hunger, Feed the Hungry, mission trips, children's and teen camps, community outreach, homebound assistance, apartment ministry, and many others.
Qualifications	Excellent computer skills – Excel, Word, Outlook Office skills – calendaring, filing, communication Coordination of registration and payment for events Bulletin board planning and preparation Organization skills, efficiency, attention to detail and accuracy Ability to work well with a team and individually, pleasant personality
Salary/Hours	32 hours per week
Employer/Agency	Westbury Baptist Church
Address	10425 Hillcroft
City, State, Zip	Houston TX 77096
Contact Person	Hope McNeil
Contact Title	Minister to Children
Email Address	HopeMcNeil@WBCHouston.org
Application Method	Email or mail resume
Opening Date	Immediate

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