

23rd Street Missionary Baptist Church (Southside)

Administrative Assistant to the Pastor Position Summary

The Administrative Assistant to the Pastor provides high-level clerical, communication, and organizational support to ensure the effective daily operation of the pastoral office. This role requires professionalism, confidentiality, strong interpersonal skills, and a servant's heart. The ideal candidate is detail-oriented, dependable, and capable of supporting ministry operations while engaging compassionately with church members, staff, and the broader community.



For more information call (205) 578-8929 or send resumes to: hhunlimited@currently.com