



Employment Opportunities

Resource Office Associate (Part Time)

We are currently searching for a dedicated individual to work part-time as a Resource Office Associate. This role requires 25-30 hours per week and involves greeting and directing members, guests, and staff as they enter the receptionist/lobby area of the facility. As the first point of contact for our congregation and visitors, the ideal candidate should provide a warm welcome and ensure a smooth flow of activities. Additionally, they should be attentive to their surroundings and have a keen eye to help maintain a safe environment. If you have excellent communication skills, a passion for hospitality, and a commitment to safety, we invite you to apply by the application deadline.

Administrative Assistant Position (Full Time)

We are currently looking for an experienced and dedicated Administrative Assistant to join our team. As an essential member of our administrative functions, you will be responsible for supporting us in tasks such as scheduling, correspondence, data management, and event planning. In this highly visible role, the ideal candidate must possess excellent communication skills, be well-organized, detail-oriented, and have the ability to demonstrate discernment and judgment in executing assigned duties with minimal supervision. Excellent writing skills are a must, as well as proficiency in areas of office automation, digital workplace technologies, and social media platforms.

Ideal candidates must be a spirit-filled, **active member of Mt. Ennon**. If you are committed to serving our congregation and community and want to be a part of a team dedicated to making a positive impact at Mt. Ennon Baptist Church, we invite you to apply by the application deadline.

Media Director (Full Time)

Our church is currently looking for a Media Director who can lead the video production, editing, and media services. The Media Director will be responsible for developing a comprehensive media outreach strategy that will result in high-quality and industry-standard media and video for our worship services, special events, and

productions in alignment with our Pastoral vision. The ideal candidate should have a proven track record of technical planning and coordination skills, along with the ability to direct and train volunteers. The Media Director will ensure that the video and media services are delivered according to industry standards with a spirit of excellence.

Qualified candidates should submit cover letter and resume to officeofexecutivepastor@mtennon.org by midnight Sunday, April 28th. For those who have previously applied for this position, there is no need to reapply. Your resume is on file.