



First Evergreen Missionary Baptist Church

1200 N. Wilmington Ave., Compton, CA 90222

Pastor E.W. Estell Sr.

Job Announcement

Assistant Director of the New Members Ministry

We are looking for an Assistant Director of the new Members Ministry that will work alongside with the Director of the New Members Ministry. This position requires individuals to assist in building a solid foundation for New Members Ministry.

- Candidates must have flexible hours,
- Willing to teach a new members class;
- Assist in calling new members weekly;
- Assists in sending out correspondents to new members, visitors, and absent members of the church; via email, text, or postal mail;
- Assist in keeping updated contact information for all new members and visitors.

Required Expectations

- Administration: Organization and Planning;
- Program management;
- Team building;
- Spiritual maturity;
- Creativity and innovation;
- Relational –approachable and at ease with listening to and engaging new members, and visitors;
- Good Communicator – engaging, dynamic speaker to small and large groups

Minimum Qualifications

- Acknowledges Jesus Christ as his/her personal Lord and Savior
- One or more years of experience working in a ministry in a church setting
- Member of the First Evergreen Missionary Baptist Church

Salary

- Volunteer (Non-Paid)

Application process! Please email cover letter, resume, and references; to the Church Clerk Nancy Estell: [firstevergreenmbc@aol.com], or can be submitted in person.