JOB ANNOUNCEMENT

**Administrative Assistant:**

Immanuel Baptist Church in Nashville, TN, is seeking candidates for a part time administrative assistant (minimum 10 hours per week). IBC is a small congregation with an active membership of 150. The administrative assistant is responsible for the monthly newsletter, the weekly order of worship, and web site maintenance among other things. Compensation is $21 per hour. More information about IBC can be found at [www.ibcnashville.org](http://www.ibcnashville.org). Submit resumes to smeriwether@ibcnashville.org by September 2022.

Please do not hesitate to reach out to Pastor Steven if you have any questions. He can be reached at 615.297.5356.

Thank you!