



### **Business Administrator**

Position includes coordination of facility use, maintenance, and security; scheduling of events; oversight of property and equipment; creation of a welcoming environment for guests in person and by phone; response to direct inquiries and referral to appropriate staff or ministry leaders; other administrative duties.

Qualifications include good communication and organizational skills; basic working knowledge and aptitude for computer applications. Full- and part-time applicants considered.

Resumes and inquiries may be submitted to [smiller@FaithLiveItOut.org](mailto:smiller@FaithLiveItOut.org).