

**Office Assistant (Springview Baptist Church)**

Springview Baptist Church is seeking a qualified candidate to fill the position of Office Assistant. Applicant must have a pleasant disposition, maintain confidentiality, possess typing skills and be familiar with computer programs such as Microsoft Word, Excel, and PowerPoint, and be available to work in the church office 8 hours per week (2 days per week, 4 hours per day). The annual salary for this position is \$7,500. If interested, send résumé to Springview Baptist Church, Attn: T. Harper, 4220 US Highway 411 S, Maryville, TN, 37801 or email to [springviewbaptist@gmail.com](mailto:springviewbaptist@gmail.com). Résumés will be accepted until February 28, 2026.

<https://www.springviewbaptist.net/back-home>