

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Administrative Assistant, Bethany North

Summary: The Administrative Assistant provides essential support for Bethany North, with a focus on Children, Youth, Families, Adults, Sundays, and Communications.

Location: Bethany North

Reports to: Bethany North Director of Family Ministries

FLSA Status: Non-exempt, Full-time

KEY RESPONSIBILITIES

- Provide administrative support for Children, Youth, and Family Ministry staff and volunteers for Sunday and weekday ministry programs, classes, and special events
 - Assist with volunteer onboarding, including processing background checks
 - Communicate with team leaders to confirm curriculum and supply needs
 - Update and maintain database of regularly attending families
 - Coordinate logistics for meetings and events, reserve space, create registrations, order food and supplies, as needed
 - Maintain annual Children, Youth, and Family Ministries calendar
 - Maintain stocked and organized supply bins and office
- Create and coordinate communications for Bethany North ministries
 - Create and print bulletins for Sunday worship and other ministry materials
 - Update website and social media pages
 - Edit and send ministry newsletters
 - Create graphics, as appropriate
- Provide administrative support for Adult, Care, Connect, and Women's Ministries: update information in church database, order supplies, create event registrations, coordinate logistics for team and ministry meetings, and develop and sustain systems to keep ministry information organized
- Represent and support Bethany North by providing excellent customer service to congregants and creating a culture of hospitality
 - Assist in Sunday Operations and Welcome Ministry
 - Answer phone calls and welcome visitors at the Bethany North office
- Participate as a member of the Bethany North and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ

- Excellent verbal and written communication skills; ability to capture information and synthesize it when communicating to others
- Proven administrative ability, with strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing; basic design experience preferred
- Ability to prioritize tasks and work on several projects at once
- Ability to interact with a variety of individuals and constituencies with emotional maturity
- Ability to manage sensitive, confidential information
- High school diploma and one to three years relevant work experience, or an equivalent combination of education and experience, required

OTHER SPECIFICATIONS

| | |
|---------------------------|--|
| <i>Work Schedule:</i> | Typical work schedule is Sunday through Thursday, 40 hours/week |
| <i>Physical Demands:</i> | Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings. Must be able to lift small boxes and/or equipment up to 40lbs. |
| <i>Working Conditions</i> | Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours, with prior notice. The office environment is fast-paced and may be considered stressful, due to interruptions and urgent, unexpected requests that require multi-tasking and flexibility. |
| <i>Compensation:</i> | Non-smoking building and environment. Dependent on experience |
| <i>Benefits:</i> | Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance. |

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.