

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Administrative Assistant**

**Summary:** The Administrative Assistant provides vital behind the scenes support for various Bethany Green Lake ministries.

**Location:** Bethany Green Lake

**Reports to:** Pastor of Congregational Life, Local Outreach & Marriage

**FLSA Status:** Non-exempt, Full-time

**KEY RESPONSIBILITIES**

- Provide logistical support for ministry events, meetings, and classes: reserve rooms, request setup, order food and supplies, create event registrations, prepare materials, and coordinate publicity with the Communications Team and AV needs with the Technology Team, as needed
- Act as point of contact for Congregational Life, Marriage, Care, Christian Formation, and Local Outreach ministries: answer congregant questions, assist ministry teams in processing volunteers, and maintain accurate information on the website and in the church database
- Coordinate logistics for weddings and memorial services: interact with inquiring couples and grieving families to schedule the facility, manage invoice/payment records, and serve as liaison between day-of coordinators/hosts and couples or families to make their experience smooth and memorable
- Create a culture of hospitality by answering phone calls and welcoming visitors at the Bethany Green Lake office
- Perform other duties as a member of the Bethany Community Church Staff, or 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
- Proven administrative ability, with strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing
- Ability to prioritize tasks and work on several projects at once
- Ability to interact with a variety of individuals and constituencies with emotional maturity and to manage sensitive, confidential information
- High school diploma and to 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 Monday through Friday, 30-40 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 on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.  The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking.  Non-smoking building and environment.
<i>Compensation:</i>	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.*