

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Multisite Administrative Assistant

Summary: The Multisite Administrative Assistant supports various ministries within Bethany Ballard, Bethany Eastside, Bethany Northeast, and Bethany West Seattle.

Location: Bethany Central Services (office at Bethany Green Lake)

Reports to: Executive Coordinator

FLSA Status: Non-exempt, Full-time

KEY RESPONSIBILITIES

- Prepare materials for Sunday worship; create and print bulletins and other materials for each location
- Create web content and graphics to use in updating the website and social media pages
- Provide other administrative support for locations: update information in church database, order supplies, create event registrations, coordinate logistics for team meetings and location ministries, as needed
- 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; 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 and to manage sensitive, confidential information is a must
- 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, 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>	<p>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.</p> <p>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.</p> <p>Non-smoking building and environment.</p>
<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.