

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Multi-Site Administrative Assistant

Summary: The Multi-Site Administrative Assistant provides administrative support to Central Services and four Bethany locations.

Location: Hybrid

Reports to: Associate Director of Churchwide Operations

FLSA Status: Non-exempt, Full-time

KEY RESPONSIBILITIES

- Provide administrative support to the Executive Coordinator and other Central Services departments as needed and appropriate (*approximately 20 hours/week*)
 - Maintain Sunday church-wide attendance data, oversee supply ordering, distribute mail, audit and update information in the church database and on the website, and coordinate facility rentals and events
 - Work to optimize database functions for successful ministry operations
 - Assist in the coordination of Bethany-wide events including All-Staff meetings, staff retreats, the Annual Meeting, and strategic planning meetings
 - Create and maintain staff resource documents and best practices resources
 - Respond to general inquiries via the staff email
 - Participate in Central Services team meetings
- Provide high-level administrative support to up to four Bethany locations (*approximately 20 hours/week*)
 - Create event registrations, website content, and assist with social media pages
 - Maintain Rhythm of the Business calendars for ministry operations
 - Design and create weekly Enewsletters and Sunday bulletins

POSITION QUALIFICATIONS

- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- 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

- Work Schedule:* Typical work schedule is Monday-Friday, 40 hours/week.
- Physical Demands:* 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.
- Working Conditions:* 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 earlier or later than regular schedule. The office environment is fast-paced and may be considered stressful. Must be able to adapt your approach and priorities in real-time based on shifting demands.
- Non-smoking building and environment.
- Compensation:* Dependent on experience
- Benefits:* Full benefits for employees working 30+ 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.